

# FRANCIS MARION UNIVERSITY HONOR CODE

## Statement of Honor

Upon becoming a member of the Francis Marion University Community, students are expected to behave with honor and integrity in a manner that reflects the values of the institution. Students must interact in a civil manner, both in and out of the classroom, treating all persons and property with respect. Upon enrollment at Francis Marion University, students pledge not to lie, cheat, or steal. They also pledge not to violate the FMU Honor Code or any civil/criminal laws. Inasmuch as honor and integrity serve to define one's character, the university community expects that students will not tolerate the aforementioned behaviors in others and will exhibit reasonable judgment in reporting students who violate the FMU Honor Code.

## The Honor Pledge

"As a student at Francis Marion University, I pledge to obey the FMU Honor Code and civil and criminal laws. I pledge not to lie, cheat, or steal. I will encourage others to respect the Honor Code and will exhibit reasonable judgment in reporting students who violate it."

## Philosophy and Purpose

The FMU Honor Code consists of academic and student conduct sections and contains the expectations, policies, and procedures that apply to all Francis Marion University students. These sections are designed to support the educational mission of the University, to protect the University community from disruption and harm, and to maintain appropriate standards of individual and group behavior. The sections should be read broadly and are not intended to define misconduct in exhaustive terms.

## Authority of the University

The University reserves the right to take all necessary and appropriate steps to protect the safety and well being of the campus community. Any act committed by a student, whether on or off campus, which is determined by the University to be a threat to the safety or well-being of the community or which is disruptive to the primary purposes of the University may result in the University taking action in accordance with community standards. Student, for the purpose of this policy, is defined to mean a person enrolled for one or more hours of academic credit, or in a noncredit course or courses offered in the name of the University; or a person admitted or seeking admission to the University if action is related to University admission, function, or event. Violations by non-students may result in restricted access to campus or University events. Non-students are expected to abide by these policies as well. It is the responsibility of the student host of the nonstudent to make his or her guest aware of these behavioral expectations.

## Benefits of the Honor Code

- Creates a supportive peer environment that affirms honesty and discourages cheating
- Creates pride in belonging to a community with strong values and standards

- Promotes student ownership and responsibility in an atmosphere of mutual trust
- Promotes responsibility and civility among students
- Supports systems within the University and ties the campus community together
- Lasts beyond graduation, encouraging a lifelong adherence to the Honor Code
- Instills community trust in students and graduates of the University

## Civility in the Classroom

The classroom is an integral component of the educational community, and FMU strives to provide an environment appropriate to the University setting. Students are expected to interact in a civil manner, treating all persons with respect, and to adhere to behavioral standards contained in the respective course syllabi. Disruption of classroom instruction by students is not tolerated and will result in the removal of the disruptive student or students from class. Disruptive or uncivil behavior in the classroom may result in appropriate disciplinary action, which could include suspension, expulsion, or other University sanctions.

## Reporting of Violations

Students may report possible Academic Conduct violations to the instructor in question, the appropriate Department Chair or Dean, the Office of the Provost, or the Office of the Vice President for Student Affairs. Students reporting possible academic violations have the right of confidentiality. Students may refer possible Student Conduct violations to Campus Police or to the Office of the Vice President for Student Affairs.

Those making such referrals are required to provide information pertinent to the case.

## ACADEMIC CONDUCT

A primary responsibility of an instructor is to certify that a specific academic assignment has been mastered sufficiently to merit college credit. An inseparable part of this responsibility is to take all possible precautions to ensure that the credit has not been attained by fraud. The instructor should rigorously enforce honesty concerning all academic work submitted by his/her students for evaluation. While it is difficult to define precisely and all inclusively all aspects of academic dishonesty, the following statements should serve as a guide.

Cheating includes, but is not limited to, wrongfully giving, taking or presenting any information or material by a student with the intent of aiding him/herself or any other person on any academic work which is considered in any way in the determination of the final grade. Plagiarism involves the use of the ideas or writings of another without acknowledgment of that use. A more detailed description of these two forms of academic dishonesty, and how allegations of academic dishonesty are handled, are described below.

1. All academic work, written or otherwise submitted by a student to his/her instructor or other academic supervisor is

expected to be the result of his/ her own thought, research, or self expression. In any case in which a student feels unsure about a question of plagiarism involving his/her work, he/she is obliged to consult the instructor on the matter before submitting it.

2. When a student submits work purported to be his/her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgments of the fact, the student is guilty of plagiarism.
3. An act of plagiarism may occur with or without intent. Submission of work without proper in-text and bibliographical attribution of all sources constitutes plagiarism, regardless of whether the student intended to plagiarize.
4. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or material found on the Internet. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever the other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but the actual work must be done by the student alone unless explicit permission is otherwise given by the instructor.
5. When a student's assignment involves research in outside sources of information, he/she must carefully acknowledge exactly what or where and how he/she has employed them. If a student quotes the words of someone else, he/she must put quotation marks around the passage in question, add an appropriate in-text citation to indicate its origin, and include a full bibliographical citation of this source. If a student paraphrases or summarizes ideas from a source, the student should communicate those ideas in his/her own language and sentence structure, add an appropriate in-text citation to indicate its origin, and include a full bibliographic citation for this source. Leaving the organization, content, and phraseology intact and making simple changes is plagiaristic. However, nothing in these rules shall apply to those ideas which are so generally and freely circulated as to be part of the public domain. It is important to recognize that plagiarism is theft, not of ideas, but of the credit for originating ideas. Students who use another's ideas or language without giving credit violate the most basic agreement between the student and the University; they attack the academic enterprise at its very heart. Scholars at every level (including students) must represent truthfully their findings; that is, they must not tamper with the truth or offer as theirs what others discovered or wrote.

## Allegations of Academic Dishonesty

If a faculty member believes a student has committed an act of cheating or plagiarism, he or she should notify the student of the allegation and give the student an opportunity to respond. The faculty member's department chair or school dean may be present at any meeting between the faculty member and the student. Whenever possible, this process should occur prior to the submission of final grades. When notification occurs after the submission of grades, the instructor will provide the student a post factum opportunity to rebut the charge. If, in the judgment

of the instructor, the student is able to show that the charge is unsubstantiated, the instructor will withdraw the allegation and remove the academic penalty. If the faculty member determines that a violation has in fact occurred, she or he should then notify the Provost's Office in writing of the allegation, with copies sent to the faculty member's dean or department chairperson. The Provost or designee will serve as an adviser to the faculty member to assure that all appropriate due process is provided to the student and that proper procedures are followed.

Notice to the Provost or his/her designee also serves as a record of the alleged violation. The notice must include a statement of, and (if appropriate) copies of evidence that the faculty member has which leads him or her to believe that the student has committed the act in question. Upon receipt of this material, the Provost or designee shall confirm the allegation by providing written notice to the student. This notice shall include the alleged violation, a brief description of the persons presenting information regarding the alleged violation, a summary of the evidence against the student, a statement of the academic penalty imposed by the instructor, and a date by which the student must respond to the allegation. The notice will provide the student with an opportunity to contest the allegation. Should the student deny responsibility for the act, the Provost/designee shall inform the student of his or her right to a hearing before the Honor Council.

Should the student accept responsibility for the act, the Provost/designee may choose to let the academic penalty stand without further action or, in severe or repeat cases, may choose to levy an additional sanction as described in the Student Conduct section. Should the student deny responsibility for the act, the Provost/designee shall inform the student of his or her right to a hearing before the Honor Council. The Honor Council consists of four faculty members—three council members and one alternate—appointed by the Provost. The Provost's designee will serve as nonvoting chairperson at Council meetings. Each hearing board of the Honor Council shall consist of three voting members. Decisions shall be based upon a majority vote of those present. Procedures will follow the hearing guidelines for the Academic Conduct Section and Student Conduct Section.

## Sanctions for Academic Dishonesty

Violations of the Academic Conduct policy strike at the very heart of the University and the teaching and learning process. It is the responsibility of the instructor to determine the appropriate academic penalty for an act of cheating or plagiarism. Normally these penalties range from failure on the assignment to failure of the course. It is the responsibility of the Provost or his/her designee to apply general University sanctions for severe or repeat offenses. The first violation of the academic integrity policy typically carries no general sanction beyond the academic penalty. A second violation will result in the academic penalty plus a general sanction of suspension from the University for a term of no less than one fall or spring semester. A third offense will result in the academic penalty plus a general sanction of permanent expulsion from the University.

## STUDENT CONDUCT

Francis Marion University prohibits the conduct listed below.