



**MISSISSIPPI STATE UNIVERSITY**

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April 17, 1989  
Revised: March 5, 2001  
Revised: May 30, 2007

SUBJECT: AOP 12.07 – Honor Code

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure a clear understanding and to standardize the procedures concerning the Honor Code. It should be noted that this AOP replaces AOP 12.07 dated March 5, 2001, entitled Academic Misconduct and is effective August 1, 2007.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

See the attached pages for a comprehensive statement of the Honor Code.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

APPROVED:

/s/ Robert H. Foglesong  
President

06-04-07  
Date

## Attachments

### **Attachment A**

Honor Code

### **Attachment B**

Honor Code Violation Report Form

### **Attachment C**

Promotion and Communication of Academic Integrity

### **Attachment D**

Training and Faculty/Student Assistance

### **Attachment E**

Academic Integrity Intervention Program

### **Attachment F**

Honor Code Office

1. Director's Responsibility
2. Honor Council
3. Annual Review

# HONOR CODE

## MISSISSIPPI STATE UNIVERSITY

Ratified by the MSU Student Senate, December 1, 2006  
Ratified by the MSU Graduate Council, January 26, 2007  
Ratified by the MSU Faculty Senate, February 9, 2007  
Approved by MSU President, February 15, 2007

***“As a Mississippi State University student I will  
conduct myself with honor and integrity at all times.  
I will not lie, cheat, or steal, nor will I accept the  
actions of those who do.”***

**Mississippi State University Honor Code**

Honor Code  
Mississippi State University

2007

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**ACKNOWLEDGEMENT:**

The MSU Academic Integrity Assessment Committee reviewed honor codes from various institutions across the country as best practices in developing the MSU Honor Code. Particular acknowledgement is extended to The University of Maryland-College Park, Kansas State University, Texas A&M University, Duke University, Western Michigan University and The University of Colorado-Boulder for the inspiration and guidance that their honor codes provided to the work of the MSU Academic Integrity Assessment Committee (specific references are noted at the end of the document).

# I. RULES PERTAINING TO THE MISSISSIPPI STATE UNIVERSITY HONOR CODE

## I. A. INTRODUCTION

Mississippi State University is dedicated to the discovery, development, communication and application of knowledge in a wide range of academic and professional fields and assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. The MSU Honor Code is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student.<sup>1</sup>

## I. B. COMMUNITY RESPONSIBILITY

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Mississippi State University community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct.<sup>2</sup>

As such, a primary responsibility assumed by Mississippi State students is to discourage violations of the MSU Honor Code by others. Various methods of discouragement exist including drawing attention to a suspected violation and moral suasion. Initiating formal procedures is an expected remedy when other methods are inappropriate or have failed. Self-reporting is encouraged and may be considered a mitigating circumstance in the sanctioning phase of a particular case.

Additionally, faculty and staff share in the responsibility and authority to challenge and make known acts that violate the MSU Honor Code. Faculty are expected to take proactive steps to promote academic integrity including, but not limited to, adding language to their syllabi that describes prohibited behavior and the consequences of such activity; and, having an open discussion about academic integrity with students in their courses early in the semester. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and adjudication of violations of the MSU Honor Code. Initiating formal procedures is a necessary and obligatory component of this shared responsibility.

Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty or are used in ways that give a student an unfair advantage. Faculty members should make clear to students their expectations about collaboration and information sharing. Students should seek clarification when in doubt.<sup>3</sup>

## I. C. DEFINITIONS OF ACADEMIC MISCONDUCT<sup>4, 5</sup>

*Summary:*

*Places the responsibility for authenticating students' work on the students.  
Defines the various forms of academic dishonesty.*

Misconduct in research or scholarship includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research or other academic work. It does not include honest error or honest differences in interpretations or judgments of data.

Mississippi State University students are responsible for authenticating any assignment submitted to an instructor or graduate committee, excluding examinations. If asked, a student must be able to produce proof that the assignment submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor or graduate committee request it, is sufficient grounds to initiate an academic dishonesty case.

Commission of any of the following acts shall constitute academic dishonesty. This listing is not, however, exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty. Clarification is provided for each definition with a listing of some prohibited behaviors.

- 1. Cheating:** Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

Clarification:

- a. Students completing any examination are prohibited from looking at another student's examination and from using external aids (for example, books, notes, calculators, conversation with others, electronic devices) unless specifically allowed in advance by the instructor.
- b. Students may not have others conduct research or prepare work for them without advance authorization from the instructor.
- c. Students may not acquire answers for any assigned work or examination from any unauthorized source. This includes, but is not limited to, the services of commercial term paper companies; purchasing answer sets to homework from tutoring companies; and students who have previously taken the examination.
- d. Collaboration with other students in the completion of assigned work is also prohibited unless specifically authorized by course instructor. Students should assume that all assignments are to be completed individually unless the instructor indicates otherwise.

- 2. Fabrication:** Making up data or results and recording or reporting them.

Clarification:

- a. The intentional invention and unauthorized alteration of any information or citation in any academic exercise.

- b. "Invented" information shall not be used in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
- c. Students shall acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
- d. Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.

**3. Falsification:** Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research or academic work is not accurately represented in the research or work record.

**4. Multiple Submission:** The submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

Clarification:

- a. Submitting the same paper for credit in more than one course in the same semester without the instructor's permission.
- b. Making revisions in a paper or report (including oral presentations) which has been submitted and graded in a previous semester and submitting it for credit in another class without the instructor's permission.
- c. Representing group work done in one class as one's own work for the purpose of using it in another class.

**5. Plagiarism:** The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Clarification:

- a. Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without proper credit).
- b. Failing to credit sources used in a work product in an attempt to pass off the work as one's own.
- c. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.
- d. The internet, data bases and other electronic resources must be cited if they are utilized in any way as resource material in an academic exercise.

General information pertaining to plagiarism:

- a. Faculty members are responsible for identifying any specific style/format requirement for the course. Examples include, but are not limited to, American

Psychological Association (APA) style and Modern Languages Association (MLA) style.

- b. **Direct Quotation:** Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged in the text by citation or in a footnote or endnote.
- c. **Paraphrase:** Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment,..." and then conclude with a footnote or endnote identifying the exact reference.
- d. **Borrowed facts:** Information gained in reading or research, which is not common knowledge, must be acknowledged.
- e. **Common knowledge:** Common knowledge includes generally known facts such as the names of leaders of prominent nations, basic scientific laws, etc. Materials, which add only to a general understanding of the subject, may be acknowledged in the bibliography and need not be footnoted or endnoted.
- f. **Footnotes, endnotes, and in-text citations:** One footnote, endnote, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required.

**6. Complicity:** Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

Clarification:

- a. Knowingly allowing another to copy from one's paper during an examination or test.
- b. Distributing test questions or substantive information about the materials to be tested without the instructor's permission.
- c. Collaborating on academic work knowing that the collaboration will not be reported.
- d. Taking an examination or test for another student.
- e. Signing another's name on an academic exercise.
- f. Conspiring or agreeing with one or more persons to commit, or attempting to commit, any act of scholastic dishonesty.

**7. Violation of Departmental or College Rules:** Students may not violate any announced departmental or college rule relating to academic matters including, but not limited to, abuse or misuse of computer access or information in any academic exercise.

## I. D. ACADEMIC DISHONESTY SANCTIONS <sup>6</sup>

*Summary:*

*Establishes the authority of the Honor Code Council to assign any applicable MSU sanction, including grade sanctions and separation from the University.*

*Establishes the “XF” or “Dishonesty F” grade in the course as the normal sanction for a first offense.*

*Establishes the authority of faculty members (instructors of record) to assign an XF grade penalty, probation, and referral to the Academic Integrity Intervention Program.*

*Establishes the authority of Graduate Committees to assign sanctions up to removal from the University.*

Instances of academic misconduct represent behavior that is of an especially serious nature. Sanctions assigned for academic misconduct should convey the message that this type of behavior serves as a destructive force within the academic community. However a range of sanctions can be employed in order to strike an appropriate balance between sending a message of accountability and enhancing a student’s moral and cognitive development.

The Honor Code Council is empowered with assigning sanctions that are outlined within Mississippi State University’s Policies. These sanctions include separation from the institution, probationary status, and documentation that a violation has occurred. In addition, the Honor Code Council is also empowered to assign appropriate academic and/or educational sanctions based upon the specifics of the incident. Examples of appropriate academic sanctions include receiving a failing grade or other grade penalty for the course for academic misconduct. Educational sanctions include requiring a student to complete the Academic Integrity Intervention Program.

Faculty members may assign sanctions up to an XF in the course, probation and referral to the Academic Integrity Intervention Program. In cases involving graduate students, the Graduate Committee may assign sanctions up to separation from the institution. There may be additional consequences for a student within their academic major based upon an involvement in academic misconduct. Students are encouraged to discuss their involvement in an academic misconduct situation with their academic advisor. While this list is not designed to be exhaustive, it demonstrates the wide range of sanctions that can be considered in cases of academic misconduct.

### **Sanctioning Guidelines:**

When it is determined by the Honor Code Council or a faculty member that a student has violated the MSU Honor Code, the normal sanction assigned for a first offense will be an “XF” for the course, probation, and a requirement to complete the Academic Integrity Intervention Program. The Honor Code Council or faculty member will only impose a lesser grade sanction (a lowered course grade rather than an F) in exceptional circumstances, such as a case where the assignment involved is a minor part of the final course grade. The dishonesty notation (“X”), probation and the intervention program will be required with all grade sanctions. If a faculty member wishes to impose a more severe penalty than an XF, then the case must be referred to the Honor Code Council. The Honor Code Council has the authority to remove a student from the University, even for first offenses. Decisions by the Honor Code Council Hearing Panels are binding on all parties.

The grade of “XF” is intended to identify a student that has failed to uphold the values of academic integrity at Mississippi State University. The grade of “XF” shall be documented on the student’s transcript with the notation “failure due to academic dishonesty”. The grade of “XF” shall be treated the as an F for the purposes of calculating Grade Point Average and determination of academic class standing. Further, a student who receives a grade of an “XF” will be on disciplinary probation with the university for reasons of academic misconduct until such time as the Honor Code Council decides to remove the X.

In addition, a student who is determined to be responsible for a violation of the MSU Honor Code shall be required to successfully complete an Academic Integrity Intervention Program (see Appendix III) administered through the Honor Code Council Office. This requirement must be completed prior to a student being eligible to petition to have the grade of “XF” changed to an F on their transcript. This requirement must also be completed before the student is eligible to repeat the course in which the “XF” was assigned.

**Removal of XF Grade:**

The student must file a written petition to the Honor Code Council to have the grade of “XF” removed and permanently replaced with the grade of an F. The decision to replace the grade of “XF” will be considered by the Honor Code Council only on the student’s successful completion of the Academic Integrity Intervention Program. A student will remain on disciplinary probation until the notation of “XF” is removed from their transcript and replaced with an F. Additionally, the resulting F grade will not be eligible for any “grade forgiveness policy” and cannot be replaced for the calculation of a student’s Grade Point Average.

**Authority to Revoke a Degree:**

Mississippi State University has the authority to revoke the degree of a former student if a finding of academic dishonesty is determined after the student graduated. The basis for revocation of the degree would be if the sanction that is assigned for the dishonesty would have caused the student to be ineligible to receive the degree at the time.

The Honor Code Council will be responsible for investigating the allegation, conducting a hearing if appropriate, and determining the sanction in accordance with the MSU Honor Code. The Honor Code Council’s decision may be appealed under the provisions of the Honor Code. If a sanction is assigned to the former student, then the case is referred to the College that awarded the degree to determine if the sanction would have made the student ineligible for the degree. If the answer is no, then the record of the dishonesty is placed in the student’s record and on the transcript as appropriate. If the answer is yes, then the College Dean will recommend revocation of the degree to the Provost, who will make the final decision and notify the student, the College and the Honor Code Council. The decision by the Provost cannot be appealed.

## II. PROCEDURES PERTAINING TO THE MISSISSIPPI STATE UNIVERSITY HONOR CODE

### II. A. HONOR VIOLATION REPORTING

*Summary:*  
*Sets forth the procedures for reporting an alleged incident of academic misconduct.*

Initiating formal procedures is a necessary and obligatory remedy when other methods are inappropriate or have failed. Any report will initiate some action by the Honor Code Council and can potentially lead to the initiation of a case. Reports may be made via electronic media, written letter, in person and/or telephone conversation. The preferred reporting method is electronically or in written format.

#### **Reporting Procedures**

Any person in the MSU academic community (students, faculty, staff and administration) shall report alleged incidents of academic dishonesty that come to their knowledge. Reports of alleged incidents of academic dishonesty may be reported to the Honor Code Council Office, to any member of the Honor Code Council, to the instructor of the course, any member of the graduate committee or any other faculty member, or any appropriate university official. Reports may be filed initially verbally, electronically or in writing. Upon receipt of such a report, any member of the university community is obligated to refer that report to the course instructor, graduate committee chair, or the Honor Code Council. The party responsible for investigating the case will contact the person reporting the alleged incident to learn additional details in order to pursue the case in accordance with Honor Code procedures.

### II. B. HANDLING OF ALLEGED INCIDENTS OF ACADEMIC DISHONESTY

*Summary:*  
*Designates the Honor Code Council as the administrative coordination point for handling all cases of academic misconduct.*  
*A faculty member of graduate committee may handle cases directly in the following situations:*  

- 1. It is a first time offense.*
- 2. It is not anticipated to require a sanction greater than an XF.*
- 3. The student does not request referral to the Honor Code Council.*

*A faculty member or the graduate committee may refer the case to the Honor Code Council at any point in the process.*  
*The accused student may appeal the faculty member's or graduate committee's decision to the Honor Code*

The Honor Code Council Office will be the central office maintaining records and providing assistance with cases. Any member of the university community should call the Honor Code Council staff for clarification and assistance with alleged violations of the Honor Code. There are two options when reporting an alleged violation: Report the alleged violation to the Honor Code Council or to the faculty member or graduate committees responsible for the course or assignment in which the alleged violation occurred.

Faculty members or graduate committees have the option of turning the case over to the Honor Code Council or handling the case in the department. If the case is referred to the Honor Code Council, the faculty member completes the Honor Code Violation Report Form (pp. 19-20) and sends it to the Honor Code Council for further consideration within five (5) university business days of learning of the alleged incident. If the faculty member or graduate committee chooses to handle the case, they should contact the Honor Code Council to obtain a case number and follow the Faculty or Graduate Committee Process outlined on p.14.

Finally, students who are accused of an Honor Code violation may not drop the course in which there is suspicion of dishonesty. A class previously dropped may be reinstated in a student's record if a violation is found to have occurred after the student successfully dropped the course. If academic dishonesty is determined and an XF grade is assigned while a course is still in session, the student is no longer eligible to attend the class, effective on the date of the decision.

## **II. C. HONOR CODE COUNCIL PROCESS:**

*Summary:*

*This process applies to allegations of academic misconduct in undergraduate or graduate coursework, comprehensive exams, research projects, theses or dissertations, internships, or any other academic work.*

*In all steps a graduate committee may function as the equivalent of a faculty member.*

*Notification includes the department head or graduate coordinator, the dean for both the student and the course, if different, and the graduate dean, if the case involves a graduate student.*

*The Director of the Honor Code Council may extend deadlines for extenuating circumstances.*

Required documents for the case file:

1. Honor Code Council summary report form of interviews and other investigative activities.
2. Letter(s) from Director to alleged violator. Response letter(s) from alleged violator.

### **Step 1**

A report filed with the Honor Code Council results in the beginning of a case file and notification of the parties involved, including the student, the faculty member or graduate committee, the department head or graduate coordinator and the dean(s).

Faculty members must report all infractions, those that are handled by the faculty member as well as those that will be handled by the Honor Code Council. The faculty member sends the report to the Honor Code Council Office within five (5) university business days of learning of the alleged incident.

### **Step 2**

One student and one faculty case investigators are appointed. The Honor Code Council Director meets with case investigators and the reporting faculty member.

### **Step 3**

The case investigators gather information from the reporting faculty member, such as syllabus and assignment guidelines and any materials that help clarify the case. The reporting faculty

member may also offer the names of others who have knowledge that could clarify the case. It is critical that all communication remain confidential.

#### **Step 4**

The case investigators meet with the accused student to gather information. The accused student is given the incident report during this meeting. The case investigators may also meet with other persons who have information about the case. The accused student may give the case investigators names of persons who may have clarifying information about the case. Interviews are conducted

#### **Step 5**

The case investigators submit a report to the Honor Code Council Director summarizing all information collected and all interviews conducted. The report concludes with a recommendation on whether there is sufficient information to support the allegation of academic misconduct or not. If there is not sufficient information to support the allegation, the Honor Code Council Director creates an event file that contains no reference to the accused student's name. If there is sufficient information to support the allegation the case continues to a hearing panel. Both the reporting faculty member and the accused student have the opportunity to review the report before the hearing.

#### **Step 6**

Six members of the Honor Code Council are selected to serve as a Hearing Panel. The Hearing Panel is comprised of three faculty members and two student members. These five members are voting members. A sixth member is selected as a non-voting Chair. The Chair position alternates between student and faculty Honor Code Council members. If the accused student is a graduate student, then only Honor Code Council members that are members of the graduate faculty and graduate students may serve on the Hearing Panel. If the accused student is a Veterinary Medicine professional student, then at least one professional student and one faculty member from Veterinary Medicine must serve on the Hearing Panel.

#### **Step 7**

A hearing date and time are set and all parties are notified. The Chair and Hearing Panel members receive an advanced copy of the case file in preparation for the hearing. Hearings will be conducted in accordance with applicable due process requirements.

#### **Step 8**

The Director furnishes a script for the hearing procedure. Hearing Panel members listen to all who provide information during the hearing and then deliberate in private. The Chair then announces the results to those present at the conclusion of the hearing. All decisions by the Honor Code Council Hearing Panels are binding on all parties.

#### **Step 9**

The Director notifies the student in writing of the Hearing Panel decision within 48 hours. Notification is sent to all parties involved in the case regarding the Hearing Panel's decision, including the student, the faculty member or graduate committee, the department head or graduate coordinator and the dean(s).

### **Appeal**

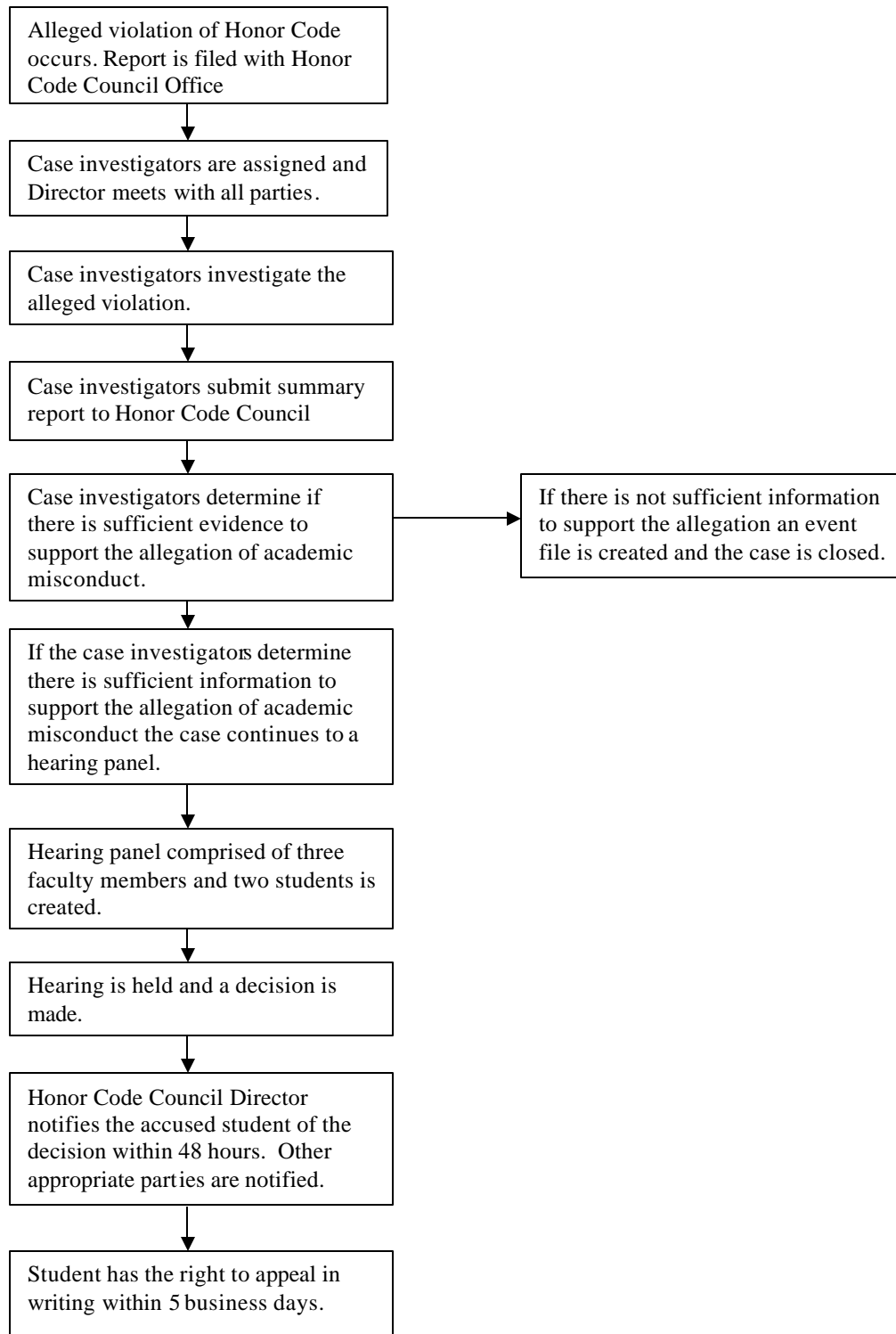
A student found responsible for academic misconduct has five (5) university business days after being notified of the decision to file an appeal in writing to the Director of the Honor Code Council. There are four bases of appeal:

1. Substantial new evidence not available at the time of the original hearing.
2. Procedural irregularities.
3. The sanction is not commensurate with the violation.
4. The finding of responsibility is inconsistent with the facts presented in the hearing.

For an appeal to be considered valid one or more bases of appeal must be cited and appropriately supported in the written appeal.

The Honor Code Council Director will evaluate the written appeal to determine whether an appeal hearing is warranted. If the appeal is granted, an Appeal Hearing Panel is formed following the same procedures as above. The members of the Appeal Hearing Panel shall be different than the members of the original hearing panel. Students are limited to one appeal per case. The decision of the Appeal Hearing Panel is final.

## HONOR CODE COUNCIL PROCESS



## **II. D. FACULTY OR GRADUATE COMMITTEE PROCESS:**

*Summary:*

*This process applies to allegations of academic misconduct in undergraduate or graduate coursework, comprehensive exams, research projects, theses or dissertations, internships, or any other academic work.*

*In all steps a graduate committee may function as the equivalent of a faculty member.*

*Notification includes the department head or graduate coordinator, the dean for both the student and the course, if different, and the graduate dean, if the case involves a graduate student.*

*The Director of the Honor Code Council may extend deadlines for extenuating circumstances.*

### **Step 1**

Upon learning of alleged academic misconduct, the faculty member shall contact the Honor Code Office to report the incident, begin a case file, and obtain background information on the accused student, if any. If the student has a previous record, the case is required to be referred to the Honor Code Council for further handling.

### **Step 2**

If there is no previous record and the faculty member decides to handle the case individually, the faculty member will then meet with the accused student. In this meeting, the faculty member shall inform the student of the allegation and give the student the opportunity to be heard.

### **Step 3**

After meeting with the accused student the faculty member will determine if academic misconduct has occurred. If no misconduct is found the case is dropped, no action against the student is taken, and the decision is reported to the Honor Code Council. If the faculty member determines that there has been academic misconduct, the faculty member determines the severity of the violation and assesses a sanction in accordance with Honor Code policies. The faculty member completes and submits the Honor Code Violation Report Form to the Honor Code Council.

NOTE: In cases involving undergraduate students, if the faculty member determines the violation deserves a greater penalty than an XF, the case must be referred to the Honor Code Council for adjudication. In cases involving graduate students, the graduate committee may impose sanctions up to removal from the University.

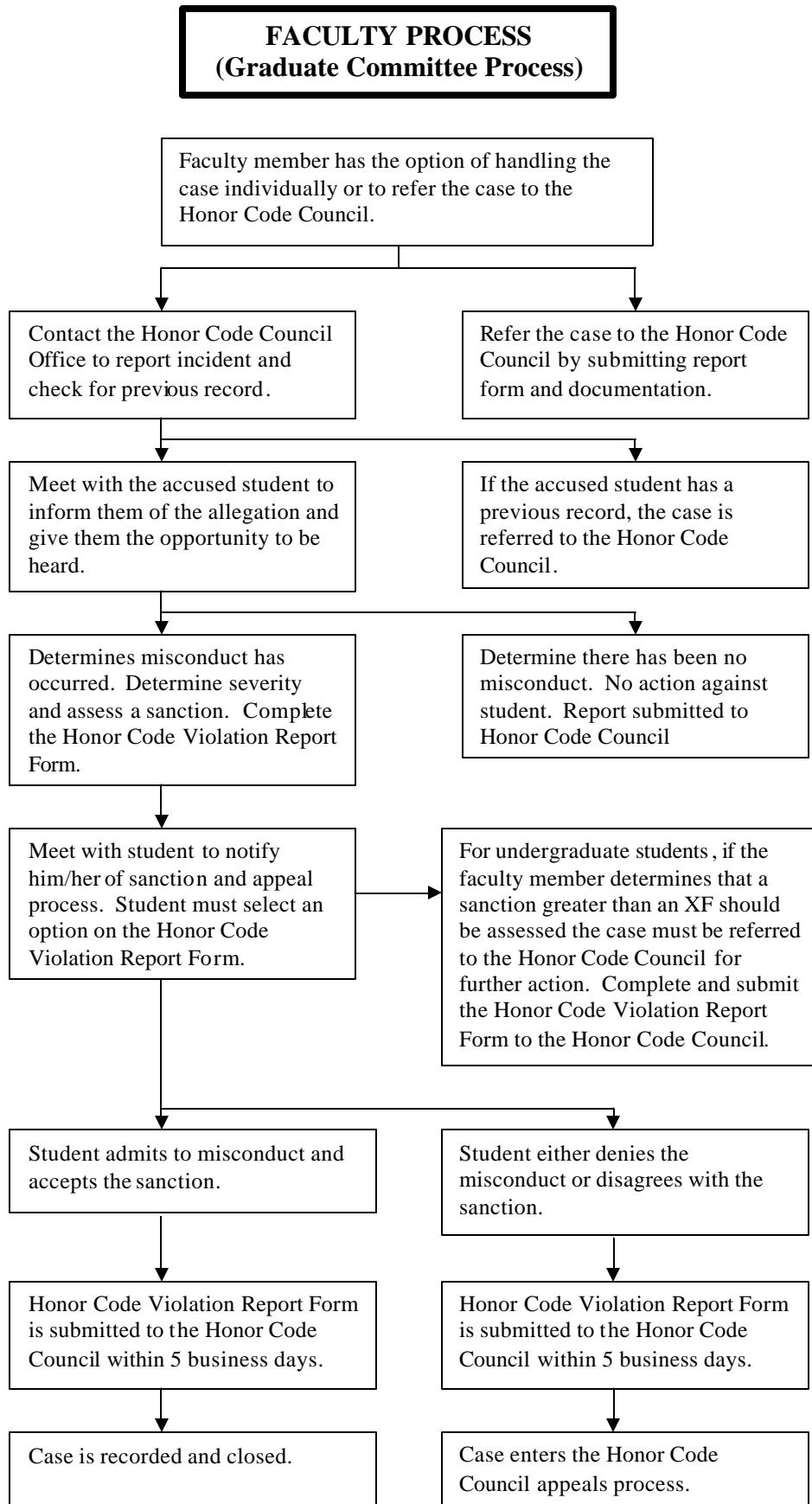
### **Step 4**

The faculty member then meets with the student to notify him/her of the decision, the sanction, and of the appeal process. Each student is required to check one of the student response options on the Honor Code Violation Report Form and sign the form.

### **Step 5**

If the student accepts responsibility for the academic misconduct and accepts the sanction assigned by the faculty member, the Honor Code Violation Report Form is sent to the Honor Code Council Director within five (5) University business days where it is included in the case file and the case is completed.

If the student indicates on the Honor Code Violation Report Form that they do not agree with the sanction or deny the misconduct occurred, the faculty member submits the Honor Code Violation Report Form and all applicable documentation to the Honor Code Council Director within five (5) University business days. This submission begins the appeal process (See Appeals process under the Honor Code Council Process).



## **REFERENCES**

1. Adapted from the Texas A&M University Honor System, available at <http://www.tamu.edu/aggiehonor/>
2. Code of Academic Integrity, University of Maryland – College Park (p. 1), available at <http://www.studenthonorcouncil.umd.edu/code.html>
3. Task Force Report on Texas A&M University Honor System (p. 5), available at <http://www.tamu.edu/aggiehonor/FinalTaskForceReport.pdf>
4. Adapted from Texas A&M University Honor System (Definitions), available at <http://www.tamu.edu/aggiehonor/Definitions>
5. Adapted from Western Michigan University (Academic Dishonesty Definitions), available at [http://www.osc.wmich.edu/academichonesty/definitions\\_of\\_violations.html](http://www.osc.wmich.edu/academichonesty/definitions_of_violations.html)
6. Adapted from Texas A&M University Honor System (Sanctions), available at <http://www.tamu.edu/aggiehonor/Sanctions.doc>

## HONOR CODE VIOLATION REPORT FORM

**Faculty member or Graduate Committee must use this form when reporting an Honor Code Violation. Complete a separate form for each student involved in the incident.**

*Three options are available below – select one:*

1. Use this form to report an honor violation to the Honor Code Council for investigation and resolution. Complete sections I-III of the form and send it to the Director of the Honor Code Council within 5 University business days of learning of the incident (Check below and follow instructions)  
 **Check if you want the Honor Code Council to investigate and resolve this honor violation.**  
Provide a brief description of the circumstances of the violation on a separate page. Be sure to include any dates, location, facts leading to suspicion of violation, names of witnesses, etc. If you are completing this form on-line, send copies of exams, papers or other relevant evidence to the Director of the Honor Code Council. Retain all originals for your own records.
  
2. Use this form to handle and document the honor violation on your own and send the completed form to the Honor Code Council for recording. Any honor violation that the faculty member chooses to handle, must be reported with this form. Complete section I-III and have the student complete section IV. (Check below and follow instructions)  
 **Check if you have handled the case yourself and are reporting the outcome.**  
If you check this box, please submit this form and copies of all corroborating evidence to the Director of the Honor Code Council, in the event of an appeal.
  
3. If in the investigation of the violation, the faculty member determines that the penalty assessed should be greater than an XF grade, the case is automatically referred to the Honor Code Council. Complete sections I-III of the form and send it to the Director of the Honor Code Council within 5 University business days. (Check below and follow instructions)  
 **Check if you have handled the case yourself and are recommending to the Honor Code Council a sanction greater than the XF grade in the course.**  
If you check this box, please submit this form and copies of all corroborating evidence to the Director of the Honor Code Council.

**I. The following student has been charged with violation of the MSU Honor Code:**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course: \_\_\_\_\_ Section #: \_\_\_\_\_

**II. Violation** (for more information see the MSU Honor Code) Please check all that apply.

- Cheating** on a test/assignment
- Fabrication** of data or results
- Falsifying** research results or academic records
- Multiple submissions**
- Plagiarism**
- Complicity**
- Violation of Department or College Rules**
- Other** \_\_\_\_\_

**III. I have assigned the following sanction(s) – if you've handled the case yourself  
OR**

**I recommend the following sanction(s) in referring the case to the Honor Code  
Council:**

- "XF" grade sanction / probation / Academic Integrity Intervention Program.
- Lowered course grade / probation / Academic Integrity Intervention Program (only in exceptional situations, e.g. assignment involved is minor part of final course grade).
- Hearing before the Honor Code Council to consider suspension or expulsion from University.
- Other: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Dept: \_\_\_\_\_  
(Individual or Grad. Committee rep.)

Mail Stop: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Individual or Grad. Committee rep.)

**IV. TO THE STUDENT:**

Please check one of the following boxes, complete the information below and sign. Be sure that you receive a copy of this document. If you have any questions regarding the appeal process or your rights, please contact the Honor Code Council Office at 325-3611.

- I acknowledge committing the violation of the Honor Code and accept the sanction(s) assigned by the faculty member. I have received a copy of the appeal process.
- I acknowledge committing the violation of the Honor Code but do not accept the sanctions assigned by the faculty member in this document. I have received a copy of the appeal process and understand that I must contact the Honor Code Council Office in writing regarding the appeal.
- I do not acknowledge violating the Honor Code. I have received a copy of the appeal process and understand that I must contact the Honor Code Council Office in writing regarding the appeal.

Signature of Student: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX I

### PROMOTION AND COMMUNICATION OF ACADEMIC INTEGRITY

1. All MSU course syllabi shall contain a section that states the MSU Honor Code and refers the student to the Honor Code Council Rules and Procedures on the web. This minimum required statement is as follows. Additional information about the expectation of integrity in the particular course may be appropriate:

***“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”***

*Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code.*

*For additional information please visit: (insert web address here)*

2. On all course work, assignments, or examinations done by students at Mississippi State University, adherence to the MSU Code of Honor is expected. It is strongly recommended that instructors print the following on assignments and examinations and require each student to sign:

***“On my honor, as a Mississippi State University student, I have neither given nor received unauthorized assistance on this academic work.”***

\_\_\_\_\_  
*Student Signature*

This statement means that the student understands and has complied with the requirements of the Honor Code and the assignment as set forth by the instructor.

3. The Honor Code Council will sponsor an all-encompassing website that will bring together all the resources used to promote academic integrity and to address academic dishonesty. The web site will allow students and faculty members to report alleged incidents of academic dishonesty to the Honor Code Council.
4. Students and faculty will serve on the Honor Code Council and will be actively involved in developing and enforcing standards pertaining to academic integrity.
5. Members of the Honor Code Council will offer training and programs on academic integrity to students, student organizations and through classes/seminars/programs/discussion groups.

6. Discussion of the MSU Honor Code and academic integrity will be integrated into each of the following:
  - a. New student orientation
  - b. First meeting of every course
  - c. New faculty orientation
  - d. Graduate teaching assistant training
  - e. Faculty/staff in-service training
7. Written information about academic integrity that is disseminated to students includes the following:
  - a. Definitions of academic dishonesty
  - b. That academic dishonesty is prohibited and why
  - c. Expectations and responsibilities of students
  - d. Expectations and responsibilities of faculty
  - e. How to report violations of the MSU Honor Code
8. Statement on the MSU Honor Code is printed in the following:
  - a. Catalog
  - b. Admissions application material
  - c. Course syllabus in every course
  - d. Exam booklets
  - e. Faculty/staff job application materials
  - f. Faculty/staff handbook
9. Annual correspondence goes to faculty, staff, teaching assistants and student leaders on the following:
  - a. Efforts to reduce academic dishonesty
  - b. Appropriate data on academic dishonesty
  - c. Suggested improvements in policy/practice
10. MSU Code of Honor will be posted in all classrooms.
11. Regular announcements about efforts to promote academic integrity will be printed in The Reflector.
12. Case results (without identifying information) will be published in The Reflector regularly.

## APPENDIX II

### TRAINING AND FACULTY/STUDENT ASSISTANCE

#### A. Training

Training on academic integrity/academic dishonesty will be provided for all who teach, including graduate teaching assistants. Training includes the following:

1. Classroom atmospheres that promote academic integrity. Testing techniques that promote academic integrity.
2. Definitions of academic dishonesty.
3. Prevention strategies.
4. Strategies and rules for handling violations i.e. referrals to the Honor Code Council.
5. Sanctions.

#### B. Faculty Assistance

1. A proctoring service will be created (as a function of the Honor Code Council) to provide proctoring services by trained proctors for all tests where needed or requested.
2. A plagiarism detection service will be available for use by instructors and students where needed. Training in the appropriate use of this service will be provided to instructors and students.
3. Case assistance/consultation is provided for all instructors when alleged academic misconduct occurs, including the following:
  - Academic integrity/academic dishonesty rules and procedures.
  - Expectations.
  - Methods for gathering information.
  - Strategies for presenting information at a hearing.
4. Guidance is provided to accused student, including the following:
  - Honor Code Council procedures.
  - Expectations.
  - Methods for preparing for hearings and appeals.

## **APPENDIX III**

### **ACADEMIC INTEGRITY INTERVENTION PROGRAM**

#### **FOUR – PART INTERVENTION STRATEGY:**

##### **1. Disciplinary Intervention**

- a. XF grade penalty
- b. Probation – requires participation in the following 3 components to remove the X and to re-enroll in the course in which the academic misconduct occurred.

##### **2. Evaluation/Counseling Intervention**

- a. Evaluation – to identify the source of the dishonest behavior
- b. Counseling – to address the source and behavior
- c. Counselor refers the student to the Educational Intervention Seminar

##### **3. Educational Intervention – Two Part Seminar**

###### **Academic Skills Enhancement Seminar**

- a. Academic Integrity Component:
  - What is it and why is it important
- b. Academic Skills Training Component:
  - Time Management
  - Study Skills
  - Test Taking Skills
  - Writing Skills
  - Anxiety Management
  - Goal Setting
- c. Assessment Component

##### **4. Ethics/Ethical Decision Making Seminar**

Case studies, discussions and written work regarding ethics, values, and moral development.

**Successful completion enables the student to petition the Honor Code Council for deletion of the dishonesty notation on the transcript and permission to retake the course.**

## APPENDIX IV

### PROPOSED HONOR CODE COUNCIL OFFICE

#### 1. HONOR CODE COUNCIL OFFICE:

A high profile Honor Code Council Office should be created and charged with the responsibility for coordinating efforts to promote academic integrity and to reduce and control academic dishonesty, including the following:

- a. Oversee all activities of the Honor Code Council.
- b. Coordinate training on academic integrity/academic dishonesty.
- c. Coordinate all communication efforts.
- d. Monitor all relevant data.
- e. Assess the effectiveness of intervention strategies and recommend changes.

**The Honor Code Council should report to the Vice President for Student Affairs. A Director, who is appointed jointly by the Vice President for Student Affairs and the Provost, will run the Honor Code Council Office.**

Director's Responsibilities:

- a. Communicate and promote the Honor Code to the Mississippi State University community.
- b. Determine whether alleged violations should proceed to a Hearing Panel.
- c. Review Honor Code policies and report annually to the Vice President for Student Affairs, Provost, Faculty Senate and Student Senate.
- d. Serve as an ex-officio member of the Honor Code Council.

Associate Director's Responsibilities:

- a. Receive and respond to alleged violations of the Honor Code.
- b. Select investigators, panels for hearings and appeals, and panel chairs.
- c. Maintain the records of all Honor Code Council proceedings.
- d. Record findings of the hearing and appeal panels.
- e. Develop and conduct a training program for members of the Honor Code Council.
- f. Assign investigators to cases.
- g. Check student backgrounds for previous violations of the Honor Code.

## **2. HONOR CODE COUNCIL:**

**Students and faculty will serve on the Honor Code Council and will be actively involved in developing and enforcing standards pertaining to academic integrity.**

The Honor Code Council will provide due process to alleged violators, including:

- a. Authority
- b. Jurisdiction
- c. Notice
- d. Hearings
- e. Appeal

The Honor Code Council will consist of forty two (42) members:

- a. Two undergraduate students, one graduate student and two faculty members will be appointed from the colleges: Agriculture and Life Sciences; Architecture, Art, and Design; Arts and Sciences; Business and Industry; Education; Engineering; and Forest Resources.
- b. Two professional students, one graduate student and two faculty members will be appointed from the College of Veterinary Medicine.
- c. Two faculty members will be appointed from the Mitchell Memorial Library.
- d. Undergraduate student council members may be nominated by the Student Body President or their college dean and selected by the Honor Code Council selection process.
- e. Graduate student council members may be nominated by the Graduate Student Council or their college dean and selected by the Honor Code Council selection process.
- f. All faculty council members are nominated by their respective Dean. At least one faculty member from each college must be a member of the graduate faculty. The Dean's nominations are forwarded to the Provost and to the President of the Robert Holland Faculty Senate for approval.
- g. The Honor Code Council Director and Associate Director will serve as ex-officio members of the council.

The duties of the Honor Code Council include:

- a. Attend scheduled meetings of the Honor Code Council.
- b. Communicate and promote the Honor Code to the Mississippi State University community (Appendix I).
- c. Provide training for faculty and faculty assistance (Appendix II).
- d. Advise students and faculty who report violations of the Honor Code.
- e. Serve as neutral investigators of alleged Honor Code violations.
- f. Serve as panel members during hearings of alleged Honor Code violations.
- g. If elected, serve as Chair or Vice-Chair of the Honor Code Council.

Terms of the Honor Code Council:

- a. Members' terms are two years, except for the initial appointments.

- b. Terms begin at the end of the spring semester and end at the conclusion of the spring semester of the final year of their appointment.
- c. Members may serve two consecutive terms.
- d. Participate in training as designated by the Honor Code Council Director.
- e. Members may be removed from office for violations by Honor Code Director.
- f. Replacement of members is made by the respective entity for the remaining portions of their terms.

Officers of the Honor Code Council:

- a. Chair selected internally by Honor Code Council annually.
- b. Vice-Chair selected internally by Honor Code Council annually.

### **3. ANNUAL REVIEW:**

The Honor Code Council shall be reviewed annually at the conclusion of each spring semester.

The results of the review are presented to the Student Senate, Faculty Senate, Vice President for Student Affairs, and Provost.

The Honor Code Council annually reviews the performance of the Honor Code Council Director and Associate Director. The Honor Code Council then forwards its evaluation and recommendations to the Vice President for Student Affairs prior to the end of the spring semester.