

---

**Subject: Undergraduate Honor Code**

---

1. Purpose .....	1
2. Policy .....	1-2
3. Procedures .....	2-4
4. Definitions .....	4
5. References .....	4
6. Approval and Revisions .....	5

## **1. Purpose**

The purpose of this Policy is to establish the procedures concerning enforcement of the Virginia Tech Undergraduate Honor Code and to promote an understanding of these procedures.

The Virginia Tech Undergraduate Honor Code embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university, and represents the highest possible expression of shared values among the members of the university community.

The fundamental beliefs and ideals underlying and reflected in the Undergraduate Honor Code are

1. that trust in a person is a positive force in making that person worthy of trust,
2. that every student has the right to live in an academic environment that is free from the injustices caused by any form of intellectual dishonesty, and
3. that the honesty and integrity of all members of the university community contribute to its quest for truth.

Ethical and honorable conduct in academic and research pursuits is critical to these beliefs and ideals. The functions of the Undergraduate Honor System are to communicate the meaning and importance of intellectual honesty to the University community; to articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs; to cultivate a culture of honor and integrity through proactive and preventive educational programs; and to identify, sanction, and educate those who fail to live up to the stated expectations of the university community with regard to these standards.

## **2. Policy**

The Undergraduate Honor Code is the University policy which defines the expected standards of conduct in academic affairs. Students are expected to abide by the Undergraduate Honor Code. All students, upon admission to this university, have pledged to abide by the Undergraduate Honor Code. The Undergraduate Honor Code applies to all assignments, examinations, and other academic exercises. A student who has doubts about how the Undergraduate Honor Code applies to a particular assignment, examination, or academic exercise is responsible for obtaining specific guidelines from the instructor and/or ~~their~~ supervisor before submitting the work for evaluation.

Commission of any of the following acts shall constitute a violation of the Undergraduate Honor Code. This listing is not, however, exclusive of other acts that may reasonably be said to constitute academic misconduct.

1. **Cheating:** Includes intentionally using unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise, or attempts thereof.
2. **Plagiarism:** Includes the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof.
3. **Falsification:** Includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one's academic work, or attempts thereof.
4. **Fabrication:** Includes making up data and results, and recording or reporting them, or submitting fabricated documents, or attempts thereof.
5. **Multiple Submission:** Includes the submission for credit- without authorization of the instructor receiving the work -of substantial portions of the same work (including oral reports) previously submitted for credit at any academic institution, or attempts thereof. ~~for credit more than once- without authorization from the instructor of the class for which the student submits the work, or attempts thereof.~~
6. **Complicity:** Includes intentionally helping another to engage in an act of academic misconduct, or attempts thereof.
7. **Violation of University, College, Departmental, or Faculty Rules:** Includes the violation of any course, departmental, college, or university rule relating to academic matters that may lead to an unfair academic advantage by the student violating the rule(s).

### 3. Procedures

#### 3.1: Infrastructure

The specific infrastructure for maintenance of the Undergraduate Honor Code is as follows:

- a. The Director of the Office of Undergraduate Academic Integrity assumes oversight of the Undergraduate Honor Code and reports directly to the Vice Provost for Undergraduate Academic Affairs or an administrator with a similar title and responsibilities.
- b. The Office of Undergraduate Academic Integrity is charged with leading the University's efforts to promote academic integrity, adjudicate alleged cases of academic misconduct, and provide administrative oversight to the Undergraduate Honor System. The University is committed to ensuring the success of the Office of Undergraduate Academic Integrity.
- c. The Undergraduate Honor System personnel shall consist of the instructional faculty members and students who participate by serving as members of the Honor Council, hearing panels, case facilitators, and the professional staff in the Office of Undergraduate Academic Integrity. The Undergraduate Honor Code Manual shall specify the composition, ~~method~~ of selection, and duties of the Undergraduate Honor System Personnel.
- d. Students and faculty exercise leadership in the Undergraduate Honor System by assisting in communicating the Undergraduate Honor Code to the University community, providing panel members during hearings of alleged academic misconduct, investigating cases of

alleged academic misconduct, and fulfilling other duties as may be necessary for the implementation of the Undergraduate Honor Code.

### **3.2: Resolution of Alleged Academic Misconduct Cases**

Specific details related to the procedures for the handling of alleged cases of academic misconduct are specified in the Undergraduate Honor Code Manual. Some core principles of this document include:

- a. All persons in the Virginia Tech academic community (students, faculty, staff, and administration) shall be responsible for reporting alleged incidents of academic misconduct that come to their knowledge.
- b. The recommended sanction for academic misconduct shall be an “F\*” sanction as the student’s final course grade. More severe penalties or lesser penalties may be imposed if the circumstances warrant. Examples of other sanctions that may be applied by a faculty member include: lowered final course grade, reduction of points on an individual assignment, zero on the assignment, and the Academic Integrity Education. Note that assignment of the Academic Integrity Education Program may be required in addition to either of the previous sanctions or in lieu of any other sanctions.
- c. The Undergraduate Honor System shall have the authority to adjudicate cases when cases are brought to the System and to assign the aforementioned sanctions for those found responsible for violations of the Undergraduate Honor Code. The Undergraduate Honor System may also assign suspension and/or expulsion from the University as sanctions.
- d. A student receiving an “F\*” sanction may petition the Director of the Office of Undergraduate Academic Integrity to have the \* removed from the transcript following completion of the Academic Integrity Education Program.
- e. The sanction for a second offense of academic misconduct committed by a student shall normally be expulsion from the University. Under rare extenuating circumstances, the Undergraduate Honor System may assign a sanction less than expulsion for a student who has a second academic misconduct offense if the circumstances warrant. If a sanction less than expulsion is assigned by the Undergraduate Honor System, a written explanation of the hearing panel’s decision must be provided to the parties involved, including the reporting faculty member, the faculty member’s department head, the student’s department head, the student’s dean, the University Registrar, and Senior Vice President and Provost
- f. The Board of Visitors has the authority to revoke the degree of a former student if a finding of academic misconduct is determined after the student has graduated, and if the sanction assigned for the misconduct would have caused the student to be ineligible to receive the degree at that time.
- g. Individual faculty may resolve cases of alleged academic misconduct through the Faculty-Student Resolution Process that is outlined in the Undergraduate Honor Code Manual if the following criteria are met: the UHS authorizes the faculty member to meet with the student; it is a first-time offense for the student; the misconduct is not anticipated to require a sanction greater than an F\* in the course; and the student does not request referral to the Undergraduate Honor

System. Faculty who resolve cases of academic misconduct through the Faculty-Student resolution process shall report the outcome to the Undergraduate Honor System.

- h. Students may appeal a faculty member's decision to the Undergraduate Honor System within the time limits specified in the Undergraduate Honor Code Manual.
- i. Cases not resolved between the faculty member and student, or not resolved in consultation with personnel from the Undergraduate Honor System shall be adjudicated by a hearing panel provided by the Undergraduate Honor System. Hearing panels shall consist of representation from students and faculty, where students are in the voting majority. Hearing panels shall also be chaired by one non-voting chairperson who shall be a student.
- j. A student found responsible for academic misconduct may request an appeal hearing. The request for an appeal hearing must be made in writing to the Director of the Office of Undergraduate Academic Integrity within the time limits specified in the Undergraduate Honor Code Manual. If the appeal hearing is granted, an appeal hearing is conducted by the Honor Council. The members of the Honor Council who serve on the appeal hearing panel shall be different from the members of the original hearing panel. Students are limited to one appeal per case. The decision reached by the Honor Council in the appeal hearing is final.

### **3.3: Revisions to the Undergraduate Honor Code Manual**

- a. Minor changes to the Undergraduate Honor Code Manual that do not substantively change or place the document in conflict with this Policy may be recommended by the Director of the Office of Undergraduate Academic Integrity to the Commission on Undergraduate Studies and Policies if authorization is granted by the Senior Vice President and Provost and Vice Provost for Undergraduate Academic Affairs.
- b. ~~If the Commission on Undergraduate Studies and Policies If the Senior Vice President and Provost and Vice Provost for Undergraduate Academic Affairs~~ deem that the recommendations do not substantively change the Undergraduate Honor Code Manual and/or place the document in conflict with this Policy, the recommended changes may be incorporated into the Undergraduate Honor Code Manual.

## **4. Definitions**

## **5. References**

## **6. Approval and Revisions**

Proposed revisions to the Undergraduate Honor Code Policy shall originate from the Honor Council or a committee appointed by the Provost that includes representation from the Honor Council, faculty, students, and administration. Once approved by the Senior Vice President and Provost, the committee's or Honor Council's recommendations shall be forwarded to the Commission on Undergraduate Studies and Policies, University Council, and the Board of Visitors. Any substantive changes in the proposed amendments as they proceed through the governance process shall be resubmitted to the originating body for approval.