

Engineering and Architecture Honor System

Background

The NDSU Honor System was proposed by the student government in 1955. Students and faculty in the College of Engineering and Architecture through the efforts of the E&A Council will have the opportunity to review and implement the E&A Honor System starting fall semester 2009. Ad-hoc committee of the E&A Council will review the E&A Honor System annually to make recommendations on improvements and to arrange for the formal vote for continuance.

Background

The E&A Honor System is a process of student self-governance for those students enrolled in courses in the College of Engineering and Architecture. It operates on the premise that students are honest and perform best in situations where their honesty, and the honesty of others, is not in doubt. The faculty and administration are responsible for creating an atmosphere where honesty is expected in all relationships. The primary function of the E&A Honor System is to support the principles of integrity and honor, as cornerstones of academic success. The Honor System acts to curtail academic dishonesty through the use of student self-supervision and to penalize those who are dishonest through the use of peer evaluation and penalty. Infractions identified by instructors are covered in current policy.

Under the Honor System, the chief responsibility for proctoring examinations, quizzes, and all forms of assignments lies with the individuals enrolled in the course. Under the Honor System, students themselves complete academic activities with integrity and counsel or report those who do not.

Honor Commission

The College of Engineering and Architecture's Honor Commission is the student body that educates students, staff, and faculty about the Honor System and evaluates cases of academic misconduct.

- Honor Commission membership is comprised of one undergraduate student from each academic unit in the college.
- Potential Commission members will be nominated by their Department Chair.
- Three sophomore members will be selected annually by the standing Commission members to serve a two -year term beginning their third year. To maintain equal departmental representation in the rotation, a rotation matrix will be established by the first Honor Commission.
- Two graduate student members are also to be appointed to the Honor Commission by the Dean to serve one year terms. Graduate students are eligible for reappointment limited to two consecutive one-year terms.
- In the event a member can no longer serve in the needed capacity, the Department shall provide the standing Commission with names of 2 candidates. One shall be selected to serve for the remaining term of the departing Commission Member by majority vote of the Honor Commission members.

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- One faculty member from the College of Engineering and Architecture is elected by the standing Honor Commission to serve a three-year term.
- Names of the members of the Honor Commission are available from the College of Engineering and Architecture Dean's Office staff.

Instructor Responsibility

Each instructor is requested to include a description of the Honor System on their syllabi and to explain it to the students taking their course. The instructor shall have students sign the Honor Statement and return to the instructor. Instructors are required to keep the signed forms on record for one year. Departments shall maintain the records for part-time instructors and request all records of departing faculty.

The honor pledge to be signed is as follows:

“On my honor I will not give nor receive unauthorized assistance in completing assignments and work submitted for review or assessment. Furthermore, I understand the requirements in the College of Engineering and Architecture Honor System and accept the responsibility I have to complete all my work with complete integrity.”

This honor pledge will be signed for each class taught by departments in the college. Instructors are not required to accept or evaluate any assignments, quizzes, exams or other materials submitted from students who have not completed and returned a signed Pledge.

If academic dishonesty is detected by the instructor, they may take independent action with the student(s) involved as directed by NDSU Policy 335 Code of Academic Responsibility and Conduct (Policy 335 or successor policy)

Student Responsibility

Infractions brought to attention of the instructor by a student should be addressed through the Honor Commission. Assigning the task of evaluation and penalty to the peers of the accused student maintains the principles of integrity held by the college, conveys that academic dishonesty is not the accepted standard within their peer group, and engages instructor's in the process. If academic misconduct is found by the Honor Commission, the instructor may not modify the penalty recommended by the Honor Commission without direct appeal to the Commission. All students of the College of Engineering and Architecture are responsible for knowing and complying with the E&A Honor System and pledge.

Define Academic Dishonesty

Academic dishonesty includes but is not limited to plagiarism, fabrication, deception, cheating, and sabotage.

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The following definitions apply:

Plagiarism: The adoption, reproduction, or copying of ideas or words or statements of another person without due acknowledgment.

Fabrication: The falsification of data, information, or citations in any formal academic exercise.

Deception: Providing false information to an instructor or other class members concerning a formal academic exercise such as giving a false excuse (lying) for missing a deadline or falsely claiming to have submitted work.

Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like exams, quizzes, projects, lab reports, term reports or papers) where independent work is required in normal classroom settings.

Sabotage: Acting to prevent others from completing their work. This includes for example cutting pages out of library books, failing to return materials to instructors, failing to share limited information with other team members and/ or willfully disrupting the experiments of others.

Record Keeping

All final decisions and records in support of the findings of the Honor Commission will be maintained in the Dean's Office for safekeeping. These records are confidential. No copies of materials shall be maintained by Commission members. Copies shall be returned for disposal to the Dean's Office at the completion of proceedings.

The Students' Responsibility

Each student must read and sign the honor pledge in each course offered by E&A at the start of the semester. It is the student's responsibility to take actions that will contribute to the elimination of academic dishonesty. If a student witnesses academic misconduct, he or she may attempt to correct the situation by announcing that academic dishonesty is occurring, by speaking to the individual, or by reporting the incident. As a rule, the identity of the student who witnesses the academic misconduct is held in confidence. As a self-governing entity, students are encouraged to suggest modifications to improve the Honor System. These suggestions can be offered through any member of the Honor Commission or to any member of the E & A Council.

Reporting Violations

A student may report a violation of the Honor Code in person or in writing to the instructor, the Honor Commission, or the respective chair of the department in which the violation occurred. If possible, violations should be reported within one week of witnessing academic dishonesty. Instructors are strongly encouraged to use the Honor Commission to demonstrate that academic dishonesty is not tolerated by members of the faculty or by the students of the College.

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Honor Commission Hearing and Confidentiality

When a case of potential academic dishonesty is reported, the Honor Commission will meet to review the pertinent evidence as soon as is reasonably possible (usually within two weeks of the date the misconduct is reported). The Commission has the power to call witnesses and to take testimony. If, from the evidence presented, the Commission determines that a violation has taken place, it will recommend disciplinary action. Disciplinary action may include, but is not limited to, failure or a grade reduction in the course; failure or grade reduction on the examination, quiz, paper or project in question; or a recommendation for suspension or expulsion. A report of the Commission's findings and recommendation is given to the instructor, the accused student, and the Dean of the College of Engineering and Architecture. Actions of the Honor Commission are confidential. No cases are discussed outside of the Commission meetings. The identities of witnesses and other individuals connected with a case are not revealed, even to other individuals involved in that particular case.

If the student is not an E&A student, a copy of the Honor Commission findings will be provided to the student's college Dean.

Appeals Process

Appeals are to be made through the Dean of the College of Engineering and Architecture's office within two weeks of the Honor Commission's recommendation. The Dean shall appoint an ad-hoc committee of E&A Council Members and two faculty from departments not represented in the appeal, to review the process and findings. The ad-hoc committee can re-call witnesses, hear any additional evidence, and make a final determination on the disciplinary actions.

Charter Honor Commission

The Charter Honor Commission will be the first Commission installed to implement the Honor Pledge and related requirements. Initial implementation for the Honor Commission shall be through identification of students through E & A Council nominations, faculty nominations, and proactive student nominations. An interview process shall be held in order to determine the original commission. The interview process will be conducted by the Dean and two faculty selected from the college. The Charter Commission shall propose a chair, preferably a senior member, who will act as Chair of the group. A Prospect Chair, preferably a junior, will be elected as well who will serve as Chair when the Chair graduates. The Honor Commission Chair will be responsible for organizing the rest of the commission. Other duties and roles will be decided upon as a group.