

Policies and Procedures for Honor System
COLLEGE OF HUMAN DEVELOPMENT AND EDUCATION
North Dakota State University
Approved by student vote – December 2009

The Honor System

Graduates of all majors of the College of Human Development and Education must live up to the high ideals of their profession. We believe that this responsibility begins not upon graduation, but at the time we begin our education in HD&E. By upholding the following standards in the professional, academic and social spheres of our lives, we strive to be a community bound by honesty and trust. By following these principles, the public can regard our words and actions as unquestionably trustworthy. We abide by the Honor System of the College of HD&E, herein, divided into the (I.) Professional Honor Code and the (II.) Academic Honor Code.

The Honor System is a process of student self-governance for those enrolled in the College of Human Development and Education (HDE). It operates on the premise that most students are honest and act in a professional manner. The HDE Honor System operates through student self supervision and penalizes those who do not follow the guidelines of the system through the use of peer evaluation and penalty.

The College of Human Development and Education's Honor Commission educates students, staff, and faculty about the Honor System and evaluates cases of misconduct. It consists of undergraduate students and graduate students who call witnesses, hear relevant information, and recommend penalties in cases of academic dishonesty. Students are appointed by Dean's Cabinet members if a case is reported. Student members would come from HDE Leadership Council and Graduate Student Advisory Council. One faculty member from HDE is also appointed at that time.

History

After study and acceptance by a committee of students and faculty, students in the College of Human Development and Education voted in 2008 to establish the Honor System in their college for a trial period of one year. At the end of that period (Fall 2009), the students of the college voted whether to continue the Honor System. A two-thirds majority of the votes cast was needed to continue the system. This vote was conducted by email in December 2009 and was approved by the students.

I. Professional Honor Code

Students, graduate and undergraduate, are expected to abide by the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor consistent with the following principles:

Altruism

- Assist other students in need
- Contribute to a positive image of our professions, major, the College, and the University

Honesty and Integrity

- Respect the rights of faculty, staff, peers, and other professionals in our chosen field
- Safeguard confidences and privacy
- Deal with confidential information appropriately and discreetly
- Understand the general principles of ethical behavior and their application to performance expectations of any course of study, examination, or other evaluations
- Abide by ethical business practices
- Act in a way that positively impacts the reputation of the college, its students, and the university

Caring and Compassion

- Treat all people with respect, empathy, and dignity
- Refrain from abusing authority

Service

- Participate in and contribute to the betterment of the campus and community in a productive manner
- Participate in and contribute to peer groups, local, and/or national organizations

Excellence and Scholarship

- Recognize our deficiencies and endeavor to correct them, requesting help when needed
- Strive to improve ourselves in the integration and mission of knowledge
- Collaborate with and assist peers, colleagues, and other professionals appropriately for the advancement of knowledge and skills
- Commit to self-directed and life-long learning

Respect Teachers, Staff, Colleagues, and Families

- Treat those with whom we work with respect, trust, and dignity
- Refrain from engaging in unwanted/inappropriate romantic and sexual behaviors or any other unprofessional behaviors
- Respect rights such as privacy, confidentiality, informed consent, and others
- Do not discriminate on the basis of age, gender, intelligence, medical condition, nationality or ethnic origin, physical or mental disability, race, religion, sexual orientation, gender identity, or socioeconomic status

Responsibility and Accountability

- Be accountable for deadlines and complete assignments/responsibilities in a timely fashion
- Be aware of peers' errors, fraud, poor behavior, and incompetence and report when necessary
- Identify our own limitations and developmental needs and seek approaches for improvement
- Students are required to report their court convictions to the Dean of the College of Human Development and Education within thirty (30) days of the conviction. Failure of the student to report convictions to the Dean's Office within the required time could result in immediate expulsion from the program

II. Academic Honor Code

We will uphold the above-stated principles of the Professional Code. In addition, we will demonstrate academic honesty and refrain from dishonorable actions that include, but are not limited to:

- **Cheating:** Allowing another party to do one's work/exam; serving as a substitute for a student in the taking of an exam; possession and/or use of unauthorized study aids/notes during an exam; practicing fraud or deceit; knowingly providing or receiving information during examinations with or without the source's knowledge; sharing information about the content of an exam with a student who has not yet taken the exam.
- **Plagiarism:** Representing another's work as one's own including the unacknowledged word-for-word use and/or paraphrasing of another person's work and/or the inappropriate unacknowledged use of another person's ideas.
- **Fabrication:** Altering a graded work; falsification of information and resources, including laboratory and research results.
- **Aid of Academic Dishonesty:** Intentional facilitation of the above dishonorable actions or any other action deemed in violation of this code.

III. Honor System Governance

The Students' Responsibility

Throughout the duration of enrollment in the College, students will be held accountable for Honor Code Policies and Procedures. The Honor Code and related documents are available on a continual basis in multiple formats and are easily accessible. Upon admission to the College, each student is expected to have read and will assume responsibility for the Honor Code. It is the student's responsibility to take actions that will contribute to the elimination of academic dishonesty or professional misconduct. If a student witnesses 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 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 the Dean's Office or to any member of the Honor Commission.

The Instructors' Responsibility

If academic dishonesty or professional misconduct is suspected by the instructor or brought to the attention of the instructor, the instructor should address the issue with the Honor Commission at the instructor's discretion. Assigning the task of evaluation and penalty to the peers of the accused maintains the principles of integrity held by the college, conveys that academic dishonesty and/or professional misconduct is not the

accepted standard within their peer group, and could reduce the instructor's time obligation. If academic misconduct is found, the instructor may accept or modify the penalty recommended by the Honor Commission. Ultimately, the Honor Commission should be contacted at the discretion of the instructor, and the final decision regarding the related student penalty rests with the instructor.

Reporting Violations

A violation of the Honor Code may be reported to an HDE instructor or other faculty member, as appropriate, either in person or in writing. If possible, violations should be reported within one week of becoming aware of misconduct. Instructors are strongly encouraged to use the Honor Commission to demonstrate that misconduct is not tolerated by members of the faculty or by the students of the College. **False accusations will not be tolerated.** In the event that a student intentionally and maliciously reports untrue information, s/he will be subject to a Commission hearing and resulting penalties, as determined on an individual basis.

Honor Commission Hearing and Confidentiality

When a case of potential misconduct is reported, all related parties will be notified in writing by the Honor Commission. The Commission will meet to review the pertinent information as soon as is reasonably possible and will hear from the accused and take statements from all relevant parties. 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 grade reduction in the course; failure or grade reduction on the examination, quiz, paper or project in question; or faculty recommendation for suspension or expulsion from the University, the College, or both. A report of the Commission's findings and recommendation is given to both the instructor and the accused student.

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. Anonymous summaries of all cases are reported to the College of Human Development and Education on a regular basis and are subject to be used as evidence in subsequent cases, as needed, during the determination of accuracy and/or penalty. Prior evidence will not be considered during the determination of guilt of the current alleged violation.

Appeals Process

The appeals process shall be followed as outlined in North Dakota State University Rights and Responsibilities of Community: A Code of Student Behavior.

Honor Commission Recommendations

Recommendations of disciplinary action for violation of any of the above rules may include any of the following:

1. No action
2. Student development (e.g. completion of an ethics course or formal apology)
3. Community Service
4. Removal of scholarships
5. Failure or grade reduction on the examination, quiz, paper or assignment in question
6. Failure or grade reduction in the course
7. That the instructor recommend the student for suspension
8. That the instructor recommend the student for expulsion from the major, the College, or the University
9. Any other disciplinary measure deemed appropriate
10. Any combination of the outcomes identified in this section

It is at the discretion of the Honor Commission whether alleged violations of the Professional Honor Code require a hearing. The Honor Commission reserves the right to forward allegations, as deemed appropriate, to the University's division of Student Affairs to be heard according to the North Dakota State University Rights and Responsibilities of Community: A Code of Student Behavior. The *Policies and Procedures for Honor System* for the College of Human Development and Education is applicable to all HDE majors, minors, graduate students, faculty and students of the College of Human Development and Education. Acceptance of this policy is required as a condition of admission to the College. Students who are participating in an HDE event, HDE organization, or HDE class but are not a member of the College may be subject to a commission hearing if reported by an HDE faculty member.