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### The Honor System

Lindenwood College Honor Board

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LINDENWOOD COLLEGE

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## CONSTITUTION OF THE HONOR BOARD

WE THE STUDENTS OF LINDENWOOD COLLEGE, have adopted the Honor System in order:

1. To develop a sense of personal integrity.
2. To encourage individual and group responsibility.
3. To create an atmosphere of trust.
4. To foster cooperation among students, faculty, and administration.

We do adopt the following constitution:

### ARTICLE I. PURPOSE

The purpose of the Honor Board shall be to consider alleged violations of the Honor System.

### ARTICLE II. MEMBERSHIP OF THE HONOR BOARD

#### Section 1. Annual Members

The Honor Board shall consist of a Chairman, the President of the Lindenwood College Student Association, two students currently elected from the Junior Class, two students currently elected from the Senior Class, the two students who served during their junior year remaining in office during their senior year, one faculty representative, and the Dean of Students.

#### Section 2. Representatives

Each residence hall and non-residence group shall elect one representative who shall sit with the Honor Board when it is considering a case involving a member of the group she represents.

### ARTICLE III. ELECTION OF ANNUAL MEMBERS

#### Section 1. Chairman

The Chairman of the Honor Board shall be elected by the student body immediately after the election of the President of the



Lindenwood College Student Association from nominations made by the Student Council, the current Honor Board Chairman and the senior board members.

Section 2. Members of the Board

The four new members shall be elected from nominations made by the Student Council, the current Honor Board Chairman and the senior board members, juniors being elected for a term of two years, seniors being elected for a term of one year.

Section 3. Representatives

The representatives of the residence halls and the non-resident student body shall be elected in the spring after the election of the new presidents of each group. A resident counselor will serve as representative from the freshman hall until such a time as it elects its own officers. The faculty member shall be appointed by the President of the College.

ARTICLE IV. VACANCIES IN THE MEMBERSHIP

Section 1.

In the case of a vacancy left by a student serving a two year term, a new member shall be elected by the senior class.

Section 2.

When a vacancy occurs in the membership of the board or representatives to the board, a new member shall be elected by the same body from which the vacancy occurred.

Section 3.

Any member who, in the opinion of the Board and the Administration, disqualifies herself shall be asked to resign.

ARTICLE V. OFFICERS OF THE HONOR BOARD

In addition to the Chairman, there shall be a secretary appointed from the Board by the Chairman.

#### ARTICLE VI. MEETINGS

Meetings of the Honor Board shall be called as soon as possible after an alleged violation of the Honor System has been reported.

#### ARTICLE VII. POWERS AND DUTIES

The Honor Board acts upon matters involving alleged honor violations. After careful consideration of each case, the Honor Board will arrive at a decision; each member holding one vote. The Honor Board may submit its decision to the Administrative Committee. If the Administrative Committee does not accept the decision of the Honor Board it will meet with the Board and together they shall reach a decision.

### THE HONOR SYSTEM

Because we believe in the integrity of the individual, and the rights and responsibilities of the group, we have established as our basis of community life the Honor System.

A student entering Lindenwood College is made aware of the Honor System and her presence on campus is testimony to the fact that she is in agreement with its principles.

A Lindenwood student is expected to represent herself truthfully concerning all college regulations and to encourage and help her fellow students to do so. Each student must feel a responsibility for the welfare of the college community as well as for her own personal conduct.

#### ACADEMIC HONOR

The responsibility for maintaining academic honor rests with each individual. Failure by any one student to uphold the following regulations undermines the academic standing of the whole

college and runs counter to the standards of the Lindenwood College Honor System.

- A. No student shall give or receive aid in examinations and quizzes. (The instructor should feel free to leave the room during an examination if he so desires.) Cheating shall be defined as:
1. Giving or receiving aid on examinations or quizzes. (This includes the use of any information; such as, a "crib", another student's paper, signals between two students, or a book which is not authorized by the professor.)
  2. Turning in another student's work as one's own. (This does not include studying together in a manner approved by the professor.)
  3. Using or possessing any test without authorization.
  4. Writing a test in any place which is not specified by the professor.
  5. Altering any exam after it has been turned in, or altering records of any sort.
  6. Assisting a second party to any of the above.

THE STUDENT IS RESPONSIBLE NOT ONLY TO REFRAIN FROM CHEATING BUT TO AVOID THE APPEARANCE OF CHEATING AND TO HELP PREVENT OTHERS FROM CHEATING.

- B. No student in the classroom or laboratory shall give or receive aid not approved by the instructor.
- C. No student shall resort to plagiarism or shall employ methods of preparation which are not approved by the instructor. Plagiarism shall be defined as: "The dishonest use of the work of others . . . since the plagiarist offers, as his own, for credit, the language, or information, or thought



for which he deserves no credit."<sup>1</sup> Plagiarism falls into four general categories:

1. The use of exact words, phrases, or sentences of another person's work without quotation marks and proper documentation.
2. The use of faulty paraphrasing in which a student makes a composite of borrowed phrases or sentences without quotation marks or proper documentation.
3. The use of opinions and ideas of others in one's own words but without proper documentation.
4. The use of another's sequence of thought or arrangement of ideas and material, even though written in the words of the student, without proper documentation.

NOTE: STUDENTS ARE RESPONSIBLE FOR ANY  
TYPIST'S MISTAKES OR OMISSIONS WHICH  
MIGHT CONSTITUTE PLAGIARISM.

- D. No student shall disregard the library regulations:
1. Reference books and periodicals, except under unusual circumstances when specific permission is granted by one of the librarians, are never to be taken from the library proper. (Library assistants cannot grant the necessary permission.)
  2. Reserve books are not to be removed from the reserve shelves without process of signature.
  3. The deliberate removal of books from the stacks without proper process of signature or the deliberate separation and removal from any library book or periodical

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<sup>1</sup> Newman P. Birk and Genevieve B. Birk, Understanding and Using English, Third Edition, New York: The Odyssey Press, Inc., 1958, page 696.



of any part thereof, will be considered as a violation of honor.

#### HONOR IN NON-ACADEMIC MATTERS

Each student is expected to uphold the standard of truth in all facets of community life.

- A. Students shall abide by all regulations pertaining to class privileges.
- B. Students shall register correctly upon leaving or returning to the campus.
- C. Students are on their honor to attend Chapel, Student Assembly, and all Convocations unless excused by the proper official.

#### INDIVIDUAL RESPONSIBILITY

In the interest of maintaining the standards set up by the Lindenwood College Honor System, every student while under its jurisdiction is under obligation to the following:

- A. To know and obey these regulations.
- B. To feel it her responsibility to report herself to the Honor Board upon violation of the Honor System, academic or non-academic.
- C. To recognize that if she is aware of a violation by a fellow student, the welfare of the college community requires that she urge that student to report herself.
- D. To be aware of her responsibility to the group by:
  1. Tapping her pencil several times on her desk if she suspects that there is cheating during a test in order to remind the group of their obligation under the Honor System.
  2. Notifying, if a violation of non-academic honor has occurred, her Honor Board Representative who in turn will call it to the attention of the group.

## INVESTIGATION OF OFFENSES AND HEARINGS

- A. An Honor Board member, administrative officer, or faculty member to whom an offense is reported will as soon as practical communicate with the Chairman of the Honor Board, who will then initiate an investigation.
- B. The Honor Board, at completion of the investigation, will hold a hearing and either dismiss the case or take one of the specific Honor Board actions.
- C. Any person may be requested to testify before the Board if their testimony is necessary for the clarification or corroboration of evidence.
- D. A record of all hearings shall be kept by the Honor Board.

## SPECIFIC HONOR BOARD ACTIONS

After considering the evidence presented in the investigation and the hearing, the Board will decide upon one of the following actions:

- A. If the Honor Board finds that there has been no violation of the Honor System, the student charged will be given an ACQUITTAL.
- B. If the Board finds that there has been a violation of the Honor System, it will take one of the following actions:
  1. The student will receive an ADMONITION, if the violation was due to carelessness, inadvertance, or non-culpable ignorance.
  2. The student will receive a formal REPRI-MAND, an official letter being addressed to her with regard to her offense and a copy thereof being made a part of the student's file either on a permanent basis or a removable basis.
  3. The offender will be placed on HONOR PROBATION provided that she reaffirms her word of honor by signing a special honor probation card and gives evidence of her determination to live in accordance

with the fundamental purposes and ideals of the College.

4. The Honor Board, in cases of a severe nature, will recommend a joint meeting of the Administrative Council and the Honor Board to determine the action to be taken.
  5. A recommendation for DISMISSAL will be submitted to the Administrative Council in cases in which the offender gives no evidence of determination to live in accordance with the fundamental purposes and ideals of the College, and/or does give evidence of being basically out of harmony with the standards of the College, and/or refuses to reaffirm her word of honor, and/or violates her Honor Probation.
- C. After one of these actions has been taken the case will be referred to one of the following groups for disciplinary action.
1. In case of academic violation of the Honor System, disciplinary action will be taken by the instructor concerned after consultation with the Dean of the College, independent of an Honor Board recommendation.
    - a. In cases where the Honor Board finds that an academic violation of the Honor System has beyond a reasonable doubt taken place, but where the evidence is insufficient to determine which student or students were guilty, any instructor concerned may take such measures as will assure him that no guilty person will have derived any profit or benefit from the violation.
    - b. Such measures may include the curtailment of certain classroom privileges, the assignment of additional work, or the invalidation of the entire test, with subsequent re-examination for the entire class.



2. In cases of non-academic violation of the Honor System, disciplinary action will be taken on or independently of the recommendation of the Honor Board by one of the following groups to which the case can be referred:
  - a. The House Presidents' Council.
  - b. The House Staff of the Residence Hall in which the student concerned lives.
  - c. The Special Disciplinary Committee.

## QUESTIONS AND ANSWERS

### GENERAL

1. What is the Honor System?

The Honor System is the basis of community life at Lindenwood. A girl's presence on campus confirms her desire to comply with the standards of the College in both academic and non-academic matters. Living under the Honor System requires the personal integrity of each student; thus, personal honor establishes the honor of the group. The Honor System is a system; without the understanding of its purpose and adherence to its principles by each student the system ceases to function.

2. What is the purpose of the Honor System?

The purpose of the Honor System is twofold: first, to develop mature and responsible individuals, and second, to promote a sense of mutual responsibility, respect, and trust among all members of the campus community, strengthening in every way both individual and group attitudes toward social and academic honor.

3. What is the Honor Board?

The Honor Board is a group of student, faculty, and administrative representatives. The students are elected by the student body and include four seniors and two juniors plus the Chairman of the Honor Board and the President of the Lindenwood College Student Association.

4. What are the functions of the Honor Board?

If a violation of the Honor Code is reported, the Honor Board hears the case of the student and decides if there has been a violation. If there has been no violation, the student is acquitted. If a violation has occurred, the Honor Board takes one of the five specific actions and then refers the case, with its recommendations to one of the following groups which will designate the disciplinary action:

- a. The Dean and the faculty member concerned.
- b. Special Disciplinary Committee.
- c. House Presidents' Council
- d. House Staff.

5. What are the five specific actions which the Honor Board may take?

- a. Admonition--A letter to the student recognizing the violation as due to carelessness, inadvertance, or ignorance, but warning that a clearer understanding of the principles of the system as well as a more serious approach to the system itself is necessary.
- b. Reprimand--An official letter addressed to the student with a copy being placed in her file to remain there until the end of the year or until her graduation.
- c. Honor Probation--A letter to the student's parents, a letter addressed to the student with a copy being placed in her file, to remain there until the end of the year or until her graduation, and a provision that she reaffirm her word of honor and give evidence of her determination to live in accordance with the principles of the Honor Code and the College by signing the special honor



probation card. If a violation occurs while the student is on Honor Probation, the disciplinary action is severe.

- d. Recommendation for a joint meeting of the Administrative Council and the Honor Board to decide on an action in cases of a severe nature.
  - e. Recommendation for Dismissal—A recommendation submitted to the Administrative Committee when a student gives no evidence that she is willing to live in accordance with the principles of the Honor Code and the College.
6. Since the Honor Board does not decide the type of disciplinary action a student will receive, who does?

Academic Violations—A faculty-administration committee or the Administrative Council decides the disciplinary action.

Non-academic Violations—The House Staff from the dormitory where the student is a resident, the House Presidents' Council, or the Administrative Council decides the disciplinary action.

7. Are both academic and non-academic violations equally serious?

Yes, a student is held responsible for all violations of the Honor System, whether academic or non-academic.

8. Will letters of reprimand and records of Honor

Probation go with a transcript if the student transfers to another school?

No, such information will not accompany the transcript unless the student is dismissed; however, it may be included on her personal character references.

9. Can the Honor Board dismiss a student from school?

No, the Honor Board may recommend dismissal to the Administrative Council which considers the recommendation and gives the final decision.

10. Is there a specific disciplinary action given by the House Staff or the House Presidents' Council for a specific violation?

There is no "usual" disciplinary action; the individual case is judged and the severity of the action will vary from "campuses" to social probation depending upon the seriousness of the offense.

11. What are the functions of the Honor Board representatives?

The Honor Board representative from each dormitory serves as a liaison between the Honor Board and the girls of her dormitory. When a violation is reported to her, she makes the Honor Board aware of it. The representatives are present at only those Honor Board meetings which hear cases concerning girls from their dormitory.

12. May anyone attend the Honor Board meetings?

No, such information is of a confidential nature, and only those concerned with the case are present.

13. Is ignorance of the principles of the Honor System a justifiable excuse?

Ignorance is never condoned and does not release anyone from the responsibility of her action.

14. Is it a violation of the Honor Code if you are aware of another student's offense but do not report it?

This is your individual decision. You must, however, approach the offender and urge her to report herself. If she does not, you are expected to report the offense but it is not considered an honor violation if you do not.

#### CHAPEL, CONVOCATIONS, AND STUDENT ASSEMBLY

1. If a student must miss one of these required meetings, is this possible without violating the Honor Code?

The honor violation is not in missing one of these three, but in failing to make the absence known. If there is a reason for a student to miss one of the required meetings, she may do so by reporting herself, prior to or immediately following the cut, to the Student Council representative in her dormitory, thereby accepting a campus. She may receive permission in advance from the Dean of Students to be excused, if her reason is adequate. Only when she does not report herself or is not properly excused is an honor violation committed.

2. What happens when a girl is too sick to go to one of these required meetings, but not sick enough to stay in the Health Center?



When a student is sick, she will stay in the Health Center; if she is not in the Health Center, she is expected to attend all required meetings.

3. If a student sleeps through one of the required meetings, what should she do?

She must report herself immediately to the Student Council representative of her dormitory and take a campus.

4. A student tells her roommate that she missed one of the required meetings but fails to report herself. Is it considered an honor violation if the roommate does not report her?

It is not an honor violation if the roommate does not report the student who missed one of the required meetings; however, she is obligated to urge that the offender report herself to her Student Council representative.

#### SIGNING IN AND OUT CORRECTLY

1. Is it an honor violation to sign out incorrectly unintentionally?

If the student reports herself and takes the automatic punishment it is not considered a violation; however, if she conceals such an action after she has discovered it, a violation would occur.

2. What happens if a student forgets to sign in?

This is not considered an honor violation. She is called down to sign in and is given an automatic demerit by the House Staff.

3. A student signs out for 1:00 a.m. but returns at 1:30; is this a violation of the Honor System?

If the student signs in for 1:30, thereby accepting the penalty of the House Staff, it is not a violation. If she fails to sign in for the exact time of her return, a violation would occur.

4. A student goes to Fulton for a party and signs out to stay at a motel. Upon her arrival her date explains that they are going to the Ozarks to stay with a fraternity brother's parents. She does not call in to change the Overnight Book. Is this an honor violation?

Yes, she did not stay at the motel to which she had signed out and did not call in to have the Overnight Book changed.

5. If a student takes an extra night-out without reporting her action, is this considered an honor violation?

Yes, if she would like an extra night-out, she can use one of her special permissions. If she inadvertently takes an extra night-out, she must report herself to the House President and receive an automatic campus.

6. A student receives a two o'clock dance permission to a special fraternity party, but when her date arrives, she learns that they will not be going to the party after all. What should she do?

Since the two o'clock was specifically for the special party, she must return at the regular hour or it will be considered an honor violation.

## ACADEMIC VIOLATIONS

1. If you see someone cheating during an exam, what is the best procedure to follow?

You should tap your pencil on the desk in order to remind the student that she is under the Honor System.

2. If the student stops cheating after you have tapped your pencil, is it still necessary to make the student aware of her offense so that she should report herself?

This is left up to your discretion; however, one must remember that sufficient evidence is necessary in order to prove that a violation has taken place.

3. If the cheating continues after you have tapped your pencil, you may state aloud that you are aware of the cheating. If, after this second warning, the student continues to cheat, what is your responsibility?

You are obligated to speak with the student, urging her to report herself to a member of the Honor Board. If the student refuses to report herself, it is left to your discretion to decide whether you feel that it is your duty under the system to make the Honor Board aware of the violation.

4. After speaking with a girl who has cheated and who will not report herself, a student decides that it is her duty to report the violation. Does she go to the faculty member concerned or to an Honor Board member?

She may go to either. The faculty member will



be informed, but the Honor Board will handle the case. If cheating is proved, the Honor Board will follow the usual procedure by turning the case over to the faculty-administration committee which will then decide the disciplinary action.

5. A student knows that cheating is going on in a class, yet she doesn't tap her pencil; is she committing an honor violation?

This is not considered an honor violation; however, it is in the interest of the class, of the individual who is cheating, and of the student who is aware of the cheating to stop it.

6. A student has committed a violation; she does not care and does not think it is necessary to turn herself in. Another student knows this but does not think it is any concern of hers. What is the attitude of the Honor Board toward this statement?

The Honor Board feels that this attitude is negating the basic concepts of the Honor System. Because a student cheats and does not report it, failing to respect herself and the Honor System, is no basis for your disrespect of the Honor System. Speak with the girl about it and urge her to report herself.

7. If a student takes a reference book or a reserved book out of the library without signing for it, is it an honor violation?

Yes, reference books are not to be taken from the library. Books on reserve must be signed for and may be taken out of the library (after 9 p.m.) for either three days or overnight, depending on the book.

