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The Honor System

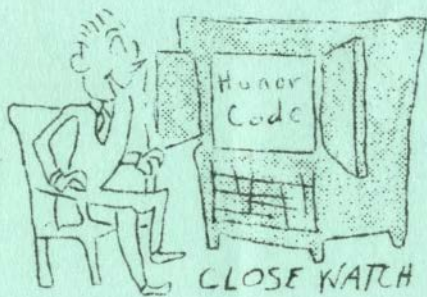
Lindenwood College

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LINDENWOOD COLLEGE



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HONOR SYSTEM AT LINDENWOOD

BECAUSE WE BELIEVE IN THE INTEGRITY OF THE INDIVIDUAL, WE HAVE ESTABLISHED AS OUR BASIS OF COMMUNITY LIFE THE HONOR CODE. student entering Lindenwood College is aware of the Honor Code and her presence on campus is testimony to the fact that she is in agreement with its principles. It is assumed that parents of students recognize the regulations of Lindenwood College, and by sending their daughters to this institution agree to accept these regulations for their daughters.

WHAT IS OUR SYSTEM?

Our Honor System is the codification of the basic questions of honesty. A Lindenwood girl is expected to base her life on truth and to so encourage and help her fellow students. Each girl must feel a responsibility for the welfare of the college community as well as for her own personal conduct.

I GIVE MY WORD OF HONOR THAT I WILL UPHOLD THE STANDARD OF TRUTH IN ALL ASPECTS OF COMMUNITY LIFE: THAT I WILL

Academic ...

1. Neither give nor receive aid on examinations or quizzes.
2. Not turn in another's work as my own.
3. Not take material from other sources without giving credit.
4. Abide by the regulations concerning the library.

Social ...

1. Sign out correctly and go to the place to which I have signed.
2. Sign in my returning time correctly.

I ALSO PLEDGE MYSELF TO UPHOLD ACTIVELY THE HONOR CODE BY REPORTING ANY VIOLATIONS OF THAT CODE TO THE PROPER INDIVIDUALS.

1. To report myself for a violation of the Honor Code.
 2. To recognize the responsibility of my fellow students to report my violation if I do not do so.
 3. To recognize my responsibility to help my fellow students uphold the Honor Code by:
 - a. Discouraging dishonesty.
 - b. Encouraging a student who has violated the Honor Code to report herself.
 - c. Recognizing my responsibility to report an offender, if necessary.
- C. The students shall be on their honor to comply with the regulations of the library concerning the use of books and reference material.

WHAT IS THE EXTENT OF THE HONOR SYSTEM?

Our Honor System is limited to matters that are clearly matters of honor. Lying, cheating, stealing, or breaking one's word of honor are rightfully considered violations of the Honor Code.

- I. Academic--No student shall employ dishonest methods in academic matters.
 - A. No student shall give or receive aid in examinations and quizzes. (The instructor should feel free to leave the room during an exam if he so desires.)
 - B. No student shall resort to plagiarism or shall employ methods of preparation which are not approved by the instructor.
 - C. The students shall be on their honor to comply with the regulations of the library concerning the use of books and reference material.

- II. Social Honesty--Each student is expected to uphold the standard of truth in all facets of community life.
- A. The students shall register correct upon leaving or entering the campus
 - B. The students shall abide by regulations pertaining to class privilege

HOW IS THE HONOR SYSTEM IMPLEMENTED?

I. The Honor Board

A. Membership

1. One representative elected from each dormitory to serve for one academic year.
2. One representative elected from the non-resident student body to serve for one academic year.
3. One faculty representative appointed by the faculty to serve for one academic year.
4. The Guidance Director.

5. The President of the Student Body
6. In cases involving academic dishonesty, the instructor involved may be asked to sit with the Board in an advisory capacity.
7. In cases involving social dishonesty the Head Resident may be asked to sit with the Board in an advisory capacity.

B. Powers and Duties--The Honor Board acts upon matters involving violation of the Honor Code.

1. After careful consideration of the issue the Honor Board will arrive at a decision; each permanent member holding one vote
2. The Honor Board will submit its decision to the Administrative Council.
3. If the Administrative Council does not accept the decision of the Honor Board, it will meet with the Board, and together they will reach a decision.

II. Individual Responsibility

- A. Upon violation of academic honor, the student involved will feel it her responsibility to report herself to the instructor concerned and to a member of the Honor Board.
- B. It is the responsibility of an individual who is aware of the academic violation of another to request that the offender report herself to the instructor concerned and also to a member of the Honor Board.
- C. When the offender refuses to report herself, it is the responsibility of any individual who is aware of the academic violation to report the offender to the instructor involved and to a member of the Honor Board.

will request the offender to report herself within twenty-four hours; if the offender refuses to do so, the student who has observed or learned of the offense will report the offense.

D. The same procedure will be followed upon violation of any social regulations involving honor, with the exception that the student shall report herself to a member of the Honor Board or to a member of the Administrative Council.

I. Reporting of offenses

A. A student who believes herself to be guilty of a violation of the honor code will report herself to the Honor Board member who represents her unit, or to an administrative officer, or, in academic cases, to the instructor concerned.

B. A student who observes or knows about a violation of the honor code will request the offender to report herself within twenty-four hours; if the offender refuses to do so, the student who has observed or learned of the offense will report the offense.

- C. An honor board member, administrative officer, or instructor to whom an offense is reported will as soon as practicable communicate with the Chairman of the Honor Board, who will then initiate an investigation.

II. Investigation of offenses and hearings

- A. The investigation of an offense will be conducted by the Chairman of the Honor Board in collaboration with the Honor Board member to whom the offense was reported, if any, or with the Honor Board representative of the unit to which the student charged with the offense belongs.
- B. The Honor Board will, upon completion of the investigation, consider the evidence and decide whether a hearing should be held or the case dismissed. If, in spite of the decision of the Honor Board to dismiss a case, either the accused student or the person reporting her demands that the board hear the case, board will proceed to held a hearing.

- C. If the board dismisses a case, a record of the reasons for such dismissal will be kept by the board and the reasons for the board's actions will be declared to the persons involved in the case.
- D. If the board decides that the evidence of the investigation warrants further pursuit of the case, the accused student will be requested to appear before the board for a full hearing.
- E. Other persons may be requested to testify before the board if their testimony is necessary for the clarification or corroboration of evidence.
- F. A record of all hearings will be kept by the Honor Board.

III. Recommendations for action

- A. After considering the evidence presented in the investigation and the hearing, the board will make a recommendation for action to the Administrative Council.
- B. If the Honor Board finds that there has been no violation of the honor code, it will recommend explicit acquittal of the student charged.
- C. Final action in a case will be taken by and in the name of the Administrative Council upon recommendation of the Honor Board. If the recommendation of the Honor Board is not acceptable to the Administrative Council, the board and the council will meet jointly to arrive at a decision acceptable to both.

D. In any case involving an academic violation of the honor code, punitive action affecting the offender's grade, credit, or membership in the course or courses concerned may be taken by the instructor of the course after consultation with the Dean of the College, but such action will neither supersede the recommendation of the Honor Board nor be taken in lieu thereof.

II. Each member of the faculty will undertake to make clear to his students the scholarly and ethical implications of careful documentation and to assist his students in learning conventional methods of documentation in his field.

III. If a member of the faculty feels that the honor system is not functioning in a particular class or situation, he will present the facts to the honor board for discussion, and will not privately abandon the system.

PROPOSED FACULTY POLICY ON ACADEMIC HONOR

- I. Faculty members will, at an opportune time after the organization of classes and in an appropriate manner, express to their classes their faith in the Honor System, assure students of an attitude of trust toward them, and impress upon them the significance of classroom honesty and proper documentation as matters of honor.
- II. Each member of the faculty will undertake to make clear to his students the scholarly and ethical implications of careful documentation and to assist his students in learning conventional methods of documentation in his field.
- III. If a member of the faculty feels that the honor system is not functioning in a particular class or situation, he will present the facts to the honor board for discussion, and will not privately abandon the system.

- IV. The members of the faculty will cooperate generously with any committee of the Honor Board that is investigating an alleged or admitted violation of the Honor Code in academic matters.
- V. Members of the faculty will refrain from any discussion or communication concerning cases of academic dishonesty except with those individuals who are officially concerned.
- VI. The members of the faculty will cooperate with the Honor System by upholding its standards and not allowing a "we-can-get-by-with-it" spirit to develop among their students; the members of the faculty wish to be vigilant and aware, and will promptly take action in terms of the Honor System when they believe a student has been dishonest, but they will eschew spying or undue suspiciousness.

VII. Nothing in the Honor System will be construed as prohibiting a member of the faculty from following his own methods of giving examinations, tests or quizzes, from making whatever arrangements he feels are comfortable and proper in the placing of students in the classroom, or from following his own practice of being present or absent from the classroom during the examinations.

- B. If a student sees premeditated, deliberate cheating--the use during a test, quiz, or examination, or during any other occasion when such use is forbidden, of unauthorized notes, books, or the work of another student -- her obligation is to take action in terms of the Honor Code.
- C. If a member of the faculty sees definite evidence of cheating in the classroom or finds evidence of cheating in papers handed in to him, his procedure will be

IMPLEMENTATION OF THE HONOR SYSTEM WITH REGARD TO ACADEMIC MATTERS: CLASSROOM CHEATING, PLAGIARISM, AND CERTAIN VIOLATIONS OF LIBRARY REGULATIONS

I, Classroom Cheating

- A. A student who suspects that cheating is going on should inform the class by some appropriate method, such as recalling to the class as a whole the Honor Pledge.
- B. If a student sees premeditated, deliberate cheating--the use during a test, quiz, or examination, or during any other occasion when such use is forbidden, of unauthorized notes, books, or the work of another student -- her obligation is to take action in terms of the Honor Code.
- C. If a member of the faculty sees definite evidence of cheating in the classroom or finds evidence of cheating in papers handed in to him, his procedure will be

1. Speak to the student who is apparently guilty of cheating and ask her to report herself within twenty-four hours, and
2. Present a statement of the evidence to the Chairman of the Honor Board at the end of twenty-four hours.

II. Plagiarism

- A. A student who is aware that another student has handed in as her own work material copied in an unauthorized fashion from another student's work or from any other source is obliged to take action under the Honor Code.
- B. A faculty member who is aware of such a violation will proceed as under Honor Code.

III. Library regulations

Certain library regulations are hereby made a matter of honor and their deliberate breach constitutes a violation of the Honor Code. Any student who is aware of a violation of the regulations listed below is obligated to take action under the Honor Code; and members of the Library Staff and Faculty who become aware of such violation will follow the usual Honor Code procedure.

- A. 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. Library student assistants cannot grant the necessary permission.
- B. Reserve books, except as specified in (A) for reference books and periodicals, are not to be removed from the reserve shelves without process of signature.

Q. WHAT IS THE VALUE OF SUCH A SYSTEM?

C. 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 of any part thereof, will be construed as theft.

- 2. To encourage individual and group responsibility.
- 3. To create an atmosphere of trust.
- 4. To foster cooperation among students, faculty and administrative

Q. WILL THE ADOPTION OF AN HONOR SYSTEM REDUCE CHEATING IN THE CLASSROOM?

A. This is not the primary purpose behind adopting the Honor System; however, it is anticipated that the facts that examinations are not to be closely proctored and that an atmosphere of trust will prevail will promote greater academic honesty.

Q. WHAT IS THE VALUE OF SUCH A SYSTEM?

A. The proposed Honor Code will depend on the cooperation and support of each individual if it is to achieve its goals:

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 administrative

Q. WILL THE ADOPTION OF AN HONOR SYSTEM REDUCE CHEATING IN THE CLASSROOM?

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- Q. UNDER SUCH A SYSTEM WHAT WILL HAPPEN IF A STUDENT IS LATE RETURNING TO CAMPUS?
- A. A student will be expected and trusted to sign in correctly. It will not be a violation of the Honor Code for a student to return late; however, it would be false registration, and consequently a violation of the Honor Code for a student to sign in incorrectly. Unavoidable tardinesses will be excused. The House Staff in each dormitory will decide if a tardiness is unavoidable, and the student's word concerning the circumstance will be trusted. Punishments for avoidable latenesses will be handled by the House Staff.
- Q. WILL THERE BE ANYONE TO "CHECK ON YOU" TO SEE IF YOU HAVE SIGNED IN CORRECTLY
- A. No; each student will be on her honor to register correctly at all times.

- Q. WILL A STUDENT WHO IS AWARE OF A VIOLATION OF THE HONOR CODE BE GUILTY OF VIOLATING THE HONOR CODE HERSELF IF SHE DOES NOT REPORT THAT STUDENT?
- A. If we are to develop personal integrity and encourage group and individual responsibility, we cannot confine honor to the aspects that we choose or those that will be easy to follow. We are to encourage honesty in our friends. If a student is aware of another student's violation of the Honor Code, it is her duty to ask the offender to report herself; if the student guilty of the violation refuses, the student aware of the violation should report the violation and the offender to the proper authorities.
- Q. WILL THE INSTITUTION OF THE HONOR SYSTEM MEAN THAT A STUDENT CANNOT STUDY WITH SOMEONE ON HER HOMEWORK?
- A. The Honor System means that students will become more aware of her academic responsibilities.

It does not necessarily imply that one cannot study with someone else. It means, however, that student will not copy another's work.

Q. WILL THERE STILL BE A JUDICIARY BOARD?

A. No; the Judiciary Board will be replaced by the Honor Council which will handle violations of honor.

Q. HOW WILL REGULATIONS NOT ENCOMPASSED BY THE HONOR CODE BE HANDLED?

A. Infractions of such rules will be handled by the House Staffs as they are this year.

Q. WILL THE HONOR SYSTEM APPLY TO CONVOCATION, VESPERS, ASSEMBLY, AND CHAPEL ATTENDANCE?

A. No; it would be quite difficult for each student to keep track of her absences.

