



STUDENT GUIDE TO

THE
ACADEMIC CODE

OF HONOR



UNIVERSITY OF
NOTRE DAME

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WHY IS THERE AN HONOR CODE?

The University of Notre Dame is a scholarly community in which faculty and students share knowledge, ideas, and creative works. Notre Dame's Academic Code of Honor expresses our common commitment and moral responsibility to represent accurately and to credit the contributions of every individual.

The purpose of the Academic Code of Honor is to help undergraduate students develop habits of moral character. Both students and faculty share in the responsibility for cultivating a learning environment where the thoughts and creativity of each individual are evaluated in a fair and reasonable manner.

This *Undergraduate Student Guide to the Academic Code of Honor* provides a concise summary of the *Undergraduate Student Academic Code of Honor Handbook*. The handbook describes the standards of personal academic conduct that all Notre Dame undergraduates pledge to follow and also outlines the detailed set of procedures by which violations of the Honor Code are reported and adjudicated. To access the complete text of Notre Dame's Honor Code, please download the current *Undergraduate Student Academic Code of Honor Handbook* from honorcode.nd.edu.

Every Notre Dame undergraduate is expected to make the ethical and moral commitment to act honestly and to not tolerate academic dishonesty on the part of other students. Before matriculation, each entering undergraduate must successfully complete the online Honor Code Orientation, sign the student pledge, and affirm an understanding of this *Undergraduate Student Guide to the Academic Code of Honor*.



WHAT DO I PLEDGE?

As a member of the Notre Dame community, I will not participate in or tolerate academic dishonesty.

WHAT ARE MY RESPONSIBILITIES?

IN MY OWN WORK

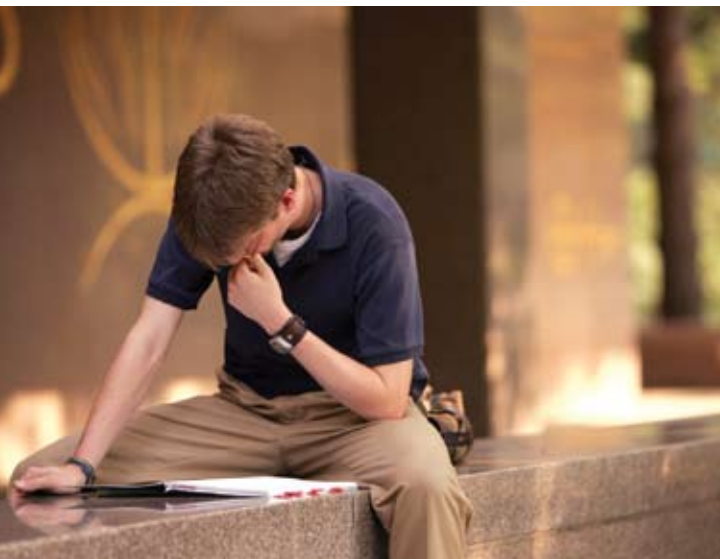
All submitted work must be your own—no matter how small or insignificant the assignment, whether it is graded or ungraded, a draft or a final version. This reflects your personal commitment to academic integrity and being truthful.

Academic integrity is incompatible with the following actions:

- **Submitting, without citation, work that incorporates someone else's ideas;** for example:
 - **Sentences copied**, wholly or partially, from
 - ◆ a book, article, essay, or newspaper
 - ◆ another student's paper, notebook, or exam
 - ◆ the Internet or any other written, printed, or media source, whether or not the material in question is copyrighted
 - **Statements paraphrased** from written or printed media material
 - **Ideas lifted** from books and essays that serve as unreferenced starting points, governing issues, illustrations, and the like.

- **Giving or receiving unauthorized aid** on an exam or quiz
- **Falsifying data** of any kind
- **Giving a false reason** for requesting a make-up examination, an extension on an assignment, or an excused absence
- **Giving false testimony** (either to protect yourself or someone else) at an honesty hearing or to someone investigating a possible Honor Code violation
- **Turning in the same work for two or more courses**, without the explicit approval of all of the instructors involved
- **Failing to take responsible action** (as described later in this guide) upon witnessing or becoming aware of an Honor Code violation

Any kind of academic dishonesty is a violation of the Honor Code. Be sure to learn from each of your instructors how the Honor Code applies specifically to that course.





IN WORKING WITH OTHER STUDENTS

Collaborative study can have great educational value, and the Honor Code does not discourage such work. Unless your instructor says otherwise, you may work responsibly with other students on assignments and present ideas and written work to your peers for comment and criticism.

You should, however, be guided by the following principles:

- **Collaborative study that has been explicitly forbidden by your instructor** is also forbidden by the Honor Code
- **Ideas and expressions in the work you submit are assumed to be entirely your own**, unless you explicitly acknowledge your collaborators in a footnote, endnote, or header
- **You should check with your instructor if you are unsure** whether certain forms of consultation, collaboration, or citation are acceptable.

IF I WITNESS AN HONOR CODE VIOLATION

Each college has established an Honesty Committee, chaired by a faculty member but with a majority of student members, to investigate potential Honor Code violations in courses within the college. The membership of each Honesty Committee can be found at honorcode.nd.edu.

Take responsible action if you become aware of a likely violation of the Honor Code.

- **If you have personally committed a violation**, report yourself to the instructor of the course or to a member of the relevant Honesty Committee.
- **If you witness a violation of the Honor Code or believe it has been violated**, you should consider talking with the suspected student.
 - **If the student admits responsibility**, urge the student to report himself to the instructor.
 - **If the student does not want to take responsible action** under the Honor Code **or if you are not comfortable confronting the student**, you may choose among several possible courses of action.
 - ◆ **Discuss** the observed action(s) with the instructor of the course, not naming those involved, and determine if the act merits action.
 - ◆ **Report** the specific act of alleged academic dishonesty to the instructor.
 - ◆ **Submit** a written report regarding possible academic dishonesty to a member of the relevant Honesty Committee.



WHAT HAPPENS IF A STUDENT VIOLATES THE HONOR CODE?

If an instructor suspects that one or more students may have violated the Honor Code, the instructor will usually meet with the student(s) to discuss the suspicion. The meeting will result in one of three possible outcomes:

- If, after talking with the student, the instructor believes that the initial suspicion was unjustified, nothing further will happen.
- If the student admits that a violation took place, the instructor and student can try to settle the matter by completing an Honor Code Violation Report.
- If either the student or instructor is unwilling to sign an Honor Code Violation Report, and yet the instructor still suspects that a violation has occurred, then the matter must be referred to the relevant Honesty Committee for a potential hearing.

VIOLATION REPORT

If a student admits to having violated the Code, and if the student and instructor can agree on an appropriate punishment, the instructor can complete an Honor Code Violation Report (honorcode.nd.edu).

- **Both the student and instructor are required to sign** the Honor Code Violation Report.
- The associate provost will review the report to ensure that the agreed upon penalty is appropriate and consistent.
- If, within seven days after signing the report, the student chooses to revoke the agreement for any reason, the case will automatically be heard by the relevant Honesty Committee. **After seven calendar days, the agreement becomes irrevocable.**



HONESTY COMMITTEE HEARING

Upon receiving a written report concerning a possible Honor Code violation, the chair of the relevant Honesty Committee will begin a preliminary investigation. If the chair judges that a hearing is warranted, the chair will write the student a letter that includes the following information:

- Description of the alleged violation
- Summary of the known evidence (including witnesses and documents involved, if any)
- Time and place of the hearing

Detailed procedures for the hearing are described at honorcode.nd.edu. A hearing is intended to give the student suspected of a violation an opportunity to be heard. The student may bring University community members for support or to serve as witnesses. For example, a student might bring any of the following:

- Fellow student
- Rector
- Faculty member

The student may not bring

- Parents
- Legal counsel

After considering the physical evidence and testimony, the Honesty Committee decides by a majority vote whether to find the student responsible for violating the Honor Code. The committee also decides what sanction ought to be imposed.

PENALTY

The consequences of an Honor Code violation are serious. Depending on the severity of the violation, penalties for a **first-time violation** will often range from

- **Zero credit on the assignment** in question to
- **Failing grade in the course**

When assigning a penalty, the instructor or Honesty Committee may also consider as a mitigating factor the degree to which the student was honest and forthcoming regarding the violation or any other evidence of sincere contrition.

No instructor may penalize a student for suspected dishonest behavior unless the student either has agreed to that penalty in a signed Honor Code Violation Report or has been assigned such a penalty as a result of an Honesty Committee hearing.

No student may drop a course in which he/she either has signed an Honor Code Violation Report or has been found responsible through an Honesty Committee hearing. If a student has been accused of an Honor Code violation, he/she is not permitted to drop the course unless the accusation is withdrawn or dismissed.



APPEAL

If an Honesty Committee finds a student responsible for an Honor Code violation, the student has the right to appeal the decision and/or penalty. The **appeal must be made in writing within seven days** of the date of notification. Grounds for appealing the decision of an Honesty Committee hearing are limited to:

- Discovery of new evidence that was not introduced during the hearing
- Procedural errors that may have altered the investigation or the hearing
- Evidence that a committee member's personal bias may have influenced the outcome of the hearing

See honorcode.nd.edu for more information.

SECOND VIOLATION

The standard penalty for a repeated offense is suspension or dismissal from the University.

Suspension is separation from the University for at least one semester. Dismissal is permanent separation from the University with no opportunity to apply for readmission. In any case involving dismissal from the University, the student has the right to a review of the case by the Office of the President of the University. The procedures for an appeal to the President are outlined at honorcode.nd.edu.

PRIVACY

The Provost's Office will keep a record of a student's honor code violation until seven years after the student graduates. The record is not accessible to anyone internal to the University except those few individuals who are involved in administering and enforcing the Academic Code of Honor. Moreover, the record will not be revealed to anyone external to the University without written approval of the student, unless required by law.

