TCU Academic Honor Code Statement

As a member of the TCU community, I will work to actively create an environment of academic integrity. On my honor, I will not participate in any form of academic misconduct.

Spirit of the Academic Honor Code

The primary objectives of the Academic Honor Code (hereafter referred to as the Honor Code) are to promote continued awareness of academic integrity, to challenge students to grow ethically, to define a standard of academic integrity, and to entrust the responsibility for that standard with the student body. The purpose is to foster an increasingly proactive mindset that leads students to involve themselves in upholding the integrity, value, and quality of their education.

A student-led honor system raises the expectations for the student body and lays the foundation for students to develop ethical leadership through real experience. It helps create a culture in which faculty, administration, and students work together for the sake of academic integrity. It entrusts the process of enforcing academic honesty to students, as well as to the administration and faculty, allowing every member of the TCU community the opportunity to internalize a deeper commitment to ethical conduct.

Goals

• Increase awareness of and encourage student accountability for academic integrity
• Fulfill the TCU mission statement on ethical leadership
• Enhance the instructor-student relationship
• Decrease academic misconduct and create a culture at TCU that regards academic misconduct as unacceptable

Honor Concepts

• The community supports doing what is right, not just following the rules, by taking positive action in upholding integrity
• Honor protects the instructor-student mentor relationship, while establishing student responsibility for maintaining academic standards
• The Honor Code will exercise fair, impartial, and consistent treatment of all students

• Students participate in preventing and speaking out against academic misconduct

### Academic Misconduct

Consistent with Section 3.4 of the Code of Student Conduct, any act that violates the academic integrity of the institution is considered academic misconduct. Specific examples include, but are not limited to:

**Cheating**

Includes, but is not limited to:

- a. Copying from another student's test paper, laboratory report, other report, or computer files and listings;
- b. Using, during any academic exercise, material and/or devices not authorized by the person in charge of the test;
- c. Collaborating with or seeking aid from another student during a test or laboratory without permission;
- d. Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release;
- e. Substituting for another student or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation.

**Plagiarism**

The appropriation, theft, purchase, or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own submitted for credit. Appropriation includes the quoting or paraphrasing of another's work without giving proper credit.

**Collusion**

The unauthorized collaboration with another in preparing work offered for credit.

**Abuse of resource materials**

Mutilating, destroying, concealing, or stealing such material.

**Computer misuse**

Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers.
owned, leased, or operated by TCU or any of its academic units for the purpose of affecting the academic standing of a student.

Fabrication and falsification

Unauthorized alteration or invention of any information or citation in an academic exercise.

a. Falsification involves altering information for use in any academic exercise.
b. Fabrication involves inventing or counterfeiting information for use in any academic exercise.

Multiple submission

The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

Complicity in academic misconduct

Helping another to commit an act of academic misconduct.

Bearing False Witness

Knowing and falsely accusing another student of academic misconduct.

Additional Academic Honor Code Violations

Unauthorized Test or Assignment Banks

Creating, maintaining, accessing, promoting, or any other use of an unauthorized test or assignment bank including, but not limited to, tests, quizzes, lab reports, papers, or finals (refer to lines 48-50).

Communication of Unapproved Class Information

The unapproved sharing of any information with another student related to what is or is not on a coming assessment, if or if not there is a quiz or other unannounced assessment, or any other communication of information about the class that will provide an advantage to another student in another section or who has not taken the assignment being discussed (refer to line 78).

Grade Coercion

Using inappropriate or unethical means in an attempt to persuade an instructor to change a grade.
Handling Violations

The spirit of this document includes a sense of shared responsibility within the student body. Students are expected to abide by the code and to encourage others to do so as well. Once a student suspects that another student is guilty of academic misconduct, he or she should report the incident directly to the course instructor or other appropriate academic official within five (5) academic days. The suspected student reserves the right to refer his or her case to the Student Integrity Council at any point before the case reaches the Academic Appeals Committee. A case may only be referred to the Student Integrity Council once.

Self Referral: Any student who commits academic misconduct or believes that he or she might have been involved in academic misconduct is to take one of the following actions within five (5) academic days of becoming aware of the incident:

a. Report him or herself to the instructor of that course who would then follow the procedures outlined under instructor referral; or
b. Turn in an Academic Misconduct Report to the Student Integrity Council. The student has the option of reporting this action to the instructor.

Instructor Referral

If an instructor has reason to believe, through personal observation or a report from another, that a student has committed a violation in his or her course, he or she is to, within seven (7) academic days, decide whether there is sufficient reason for further action. If sufficient reason is not found, the matter is considered closed. If sufficient reason is found, the instructor may do one of the following:
a. After further consideration, dismiss the incident without prejudice; or
b. Meet with the student suspected of misconduct to discuss the allegation. Within three (3) academic days after the meeting the instructor will choose to either dismiss the incident or apply any combination of appropriate sanctions outlined below. In the case of group assignments, the instructor may decide appropriate sanctions for each student individually.

Sanctions available to the Instructor

a. Grant no credit for the examination or assignment in question (treated as a missed assignment).
b. Assign a grade of F (or a zero) for the examination or assignment in question.
c. Recommend to the academic dean that the student be dropped immediately from the course with a grade of F.
d. Recommend to the academic dean that the student be placed on probation, suspended, or expelled from the University.
e. Refer the matter to the Integrity Council by submitting an Academic Misconduct Report.

The Student Integrity Council
Student Integrity Council Membership

a. Those wishing to serve on the Student Integrity Council must have completed one semester at TCU, be in good standing with their college, and have never been found guilty of academic misconduct. If the candidate meets these criteria then he or she may submit an “Application for Student Integrity Council Selection” to their dean.
b. Each dean will select up to 4 students to act as representatives on the Student Integrity Council.

Executive Board Membership

a. The Executive Board shall consist of a Chair, a Vice Chair, a Secretary, and one at-large appointee.
b. Selection of the Executive Board shall occur as follows: existing members of the Student Integrity Council shall fill out the “Application for Executive Board of the Student Integrity Council” and submit it to the Office of the Provost for selection of a Chair and Vice Chair of the Student Integrity Council.
c. The Secretary of the Executive Board shall be selected by a majority vote of the members of the Student Integrity Council.
d. The Chair, in consultation with the Vice Chair, shall appoint one at-large member to the Executive Board.

Case Panel

When the need for a Case Panel arises, the Executive Board will select five (5) students from the Student Integrity Council and (2) two full-time faculty members to constitute a Case Panel. The faculty members should not be chosen from the same college as the student or instructor involved in the case, nor should they be members of the Academic Appeals Committee. The Case Panel reviews matters directed to it by the Executive Board including Student Appeals of Sanctions and Academic Misconduct Reports. It then is responsible to create and distribute a summary report on the matter in the fashion and time frame described below. Any verdicts and/or sanctions must be approved by a majority vote of the Case Panel.

Student Appeal of Instructor's Sanctions (refer to lines 130-131)

• Within five (5) academic days of being notified of the instructor's decision the student may, in writing, request that the matter be taken up by the Student Integrity Council.
• Within five (5) academic days of being notified, the Executive Board of the Student Integrity Council will select a Case Panel to ascertain the facts and arrange to meet with the parties (including the instructor and suspected student) involved in the case. The student has the right to meet with the Case Panel
without the instructor being present.

- The Case Panel may either support or reverse the findings of the instructor, or may lessen the sanction(s) imposed by the instructor even while supporting the findings. The Case Panel may not increase the severity of the sanction(s).

- Within ten (10) academic days of its appointment, the Case Panel will, on behalf of the Student Integrity Council, notify the student and instructor of its decision and reasoning for it in writing and will send copies to the academic dean and the Dean of Campus Life.

- After reviewing the case panel’s report the academic dean will, within ten (10) academic days of receipt of the report, hear the facts of the case and make a decision about the alleged act of academic misconduct or the appropriateness of the sanctions administered by the instructor or the Case Panel. The dean shall then take one of the following actions.
  a. Dismiss the case without prejudice;
  b. Endorse the sanctions originally imposed by the instructor;
  c. Enact the recommendations of the Student Integrity Council.
  d. Enact any combination of the sanctions listed above as “Available to the Instructor” instead of, or in addition to, those recommended here in item b. The Dean will then meet separately with first the instructor and then the student to inform them of the decision.

**Student Integrity Council Hearing in Response to an Academic Misconduct Report (Self Referral or Instructor Referral)**

- Academic Misconduct Reports will be directed to the Executive Board of the Student Integrity Council which will then appoint a Case Panel.

- Within five (5) academic days of being notified, the Executive Board of the Student Integrity Council will select a Case Panel to ascertain the facts and arrange to meet with the parties (including the instructor and the suspected student) involved in the case. The student has the right to meet with the Case Panel without the instructor being present.

- Within ten (10) academic days of its appointment, the Case Panel will, on behalf of the Student Integrity Council, declare a verdict and declare any recommended sanctions. It then will notify the student, instructor, academic dean, and Dean of Campus Life of its findings and recommendations.

- After reviewing the case panel’s report the academic dean will, within ten (10) academic days, hear the facts of the case and make a decision about the alleged act of academic misconduct or the appropriateness of the sanctions administered by the instructor or the Case Panel. The dean shall take one of the following actions.
a. Dismiss the case without prejudice;
b. Enact the recommendations of the Student Integrity Council;
c. Enact any combination of the sanctions listed as “Available to the Instructor” instead of, or in addition to, those recommended here in item b.

The Dean will then meet separately with first the instructor and then the student to inform them of the decision.

Academic Appeals Committee

Should the student wish to appeal the decision of the academic dean, he or she has the right to request a hearing before the Academic Appeals Committee.

- The student must request this hearing by submitting an appeal letter to the chair of the university Academic Appeals Committee no later than ten (10) academic days from the date of receiving written notification of the dean’s decision.

- Upon receipt of the appeal letter, the chair of the Academic Appeals Committee may request materials from the student, the instructor, the department chair, and/or the dean.

- The appealing student has the right to appear before the Academic Appeals Committee. The student may bring one person with him or her as an advisor. The advisor may not speak for the student or to the committee without the consent of both the student and the committee. The advisor may only speak to the committee when in the company of the student. The student must inform the University five (5) academic days in advance if his or her advisor is an attorney in order for the University to also have an attorney present. Each party shall bear the expense of his or her legal counsel. Legal counsel is to provide counsel only and may not participate directly in the meeting. The meeting is an administrative hearing, not a court proceeding, and is not subject to the procedures or practices of a court of law.

As a result of the hearing the Academic Appeals Committee may
a. Dismiss the case without prejudice;
b. Uphold the decision of the academic dean;
c. Enact additional sanctions previously listed above under sanctions available to the instructor, instead of, or in addition to, those recommended here in item b.
Academic Honor Code Flowchart (additions in Red)

NOTES:
A: Suspected Student may refer to Student Integrity Council at any time before an appeal reaches the Academic Appeals Committee.
B: Referral to Academic Dean is automatic.
(Line references are to main document.)