



## Colorado College Honor Code

### Article I: Foundations and Aims

The Honor Code is a collaborative effort of the student body, faculty, and Honor Council of Colorado College. As mandated in the Course Catalog and Faculty Handbook, it is a central element of the College's academic program.

The Honor Code is structured around three academic integrity standards: honesty, integrity, and fairness.

### Article II: Academic Integrity Standards

The Honor Code defines academic integrity by three interrelated criteria – honesty, integrity, and fairness. All students are expected to uphold these standards in their academic pursuits and to demonstrate a commitment to the Honor Code as individuals and as members of the campus community.

#### a. Honesty

Students pledge to engage in and present their coursework honestly. They pledge never to attempt to misrepresent their work and never to mislead instructors or fellow students about their work. In addition, they pledge to cooperate during Honor Council investigations and to give truthful testimony to Honor Council investigators and hearing panels.

#### b. Integrity

Students pledge to act with integrity in their coursework. They pledge never to attempt to submit work that does not result from their own effort or that omits or improperly acknowledges the work of others relied upon in the submission. In addition, they pledge to guard the confidentiality of Honor Council investigations and not to divulge information concerning investigations of other students, except as provided for in the Honor Code and related documents explaining investigation procedures.

#### c. Fairness

Students pledge to work fairly in their courses and programs. They pledge never to attempt to gain an impermissible advantage over their fellow students.

## Article III: Violations

The following offers specific examples of violations of the Honor Code to help students understand what constitutes a lack of honesty, integrity, and fairness in academic coursework.

### a. Falsifying Information

Students pledge never to falsify their work or to deceive instructors or peers about their work.

Examples of violations include, but are not limited to:

- Fabricating or altering data, or making up sources
- Lying in order to gain extensions or inappropriately favorable work circumstances
- Lying to Honor Council investigators or hearing panels

### b. Plagiarism and Cheating

Students pledge to submit coursework that results only from their own efforts or that is properly acknowledged. Students pledge to attribute borrowed data, arguments, or language to their authors or creators in clear acknowledgements, following whichever form of citation the course instructor specifies. In cases in which the preferred citation form is unclear, students accept responsibility for seeking clarification of an instructor's preference.

Examples of violations include, but are not limited to:

- Making use of unauthorized assistance, materials, or study aids
- Making use of the work, ideas or creations of others and doing one of the following: in the case of direct quotations, submitting such work as one's own without using quotation marks and citing references; or, in the case of paraphrases, submitting such work without references in the form of in-text citations, footnotes, or endnotes
- Taking work developed in another class for credit and submitting that work in a second class without the instructor's explicit permission

### c. Unauthorized Aid

Students pledge to submit their own work, except in cases where collaboration or assistance is specifically allowed by the professor. When examinations or assignments demand that a student work from memory or only with specifically allowed notes or readings, students pledge not to seek any form of unauthorized aid, such as prohibited online sources, disallowed notes or resources, or assistance from other students who have previously completed the same or a similar assignment.

Examples of violations include, but are not limited to:

- Accessing online information during an exam, when such access is prohibited
- Using a "cheat sheet" or other unauthorized memory aid, when its use is prohibited
- Referring to a book, article, database, or other source on a closed-book examination

- Copying the work of another student, including one who was enrolled in a previous iteration of the class
- Working with another student on a take-home examination in which collaboration is prohibited
- Facilitating others to work dishonestly, as in any of the examples above

**d. Failure to Comply with Course Guidelines**

Students pledge to comply with examination and other assignment guidelines. In cases of ambiguity, they accept responsibility for seeking clarification of an instructor's directions or expectations.

Examples of Violations:

- Failing to abide by examination or assignment time limits
- Abusing the lack of proctoring
- Taking examinations in locations or under conditions that are not allowed

**e. Unfair Advantages**

Students pledge to work ethically with their fellow students, never attempting to gain an impermissible advantage over them.

Examples of Violations:

- Interfering with the scholarship of another student by making work conditions inhospitable
- Inappropriately limiting another student's access to needed course material, such as library books, data, or other class resources
- Tampering with other students' submissions
- Altering grades in a class
- Purposely undermining another student's work in the course of a collaborative exercise, even if the result is also negative for the student doing the undermining

**f. Breaking Confidentiality of Honor Council Investigations**

Examples of Violations:

- Telling others about the investigation of another student without that student's explicit, written permission
- Speaking publicly about an investigation into one's own conduct, while that investigation is underway

Note: It is not a violation to discuss one's own case once it is complete, nor is it a violation to explain the charges at any time to potential witnesses or to academic advisors, therapists, or chaplains.

## **Article IV: Sanction Recommendations**

The Honor Council is authorized by the Faculty to make two kinds of sanction recommendations:

- To course instructors about course grades: When a student violates the Honor Code, the Honor Council recommends that course instructors impose a grade sanction on that student of up to a “no credit” grade in the course.
- To the President of the College about dismissal: When a student violates the Honor Code in manner that indicates contempt for or blatant disregard of the Honor Code, the Honor Council recommends that the President dismiss the student from the College, either permanently or for a specified period after which the student may reapply. When a student violates the Honor Code for a second time, the Honor Council recommends that the President dismiss the student from the College permanently.

## **Article V: Student Responsibilities**

Every student is expected to understand the Honor Code and to live up to its Academic Integrity Standards. Ignorance of the Honor Code and its standards does not excuse any student from these expectations. Students are responsible for familiarizing themselves with the Code.

Students are also responsible for clarifying any confusion they may have about the Honor Code. They may do so by consulting their course instructors, academic advisors, the Honor Council, the Honor Council’s Faculty Advisor, or the Associate Dean of the College, among others.

## **Article VI: Faculty Responsibilities**

The faculty authorizes the Honor Code and the Honor Council in the Faculty Handbook. The faculty also appoints at least one faculty member to serve as Faculty Advisor to the Honor Council according to procedures agreed upon by the Faculty Executive Committee and the Honor Council.

Individual faculty members are expected to explain the Honor Code in their courses and programs. This includes, but is not limited to, written expectations and directions in course syllabi and explicit oral explanations on all assignments.

## **Article VII: Honor Council Responsibilities**

The Honor Council was established as a student group in 1948 to instill an ethic of academic integrity in the campus community. Since then, the Honor Council has formalized this ethic through the Honor Code.

The Honor Council works with the student body to ensure that every student understands the Honor Code and held responsible for any violations of its academic standards. The Honor Council investigates suspected Honor Code violations, recommends sanctions for confirmed violations, and conducts assessment and revision processes. The Honor Council’s activities are outlined in greater

detail in the Honor Council Administrative Manual, available to any student or faculty member upon request to either of the Honor Council Co-Chairs or the Honor Council Faculty Advisor.

### **Article VIII: Ratification and Revision Process**

To adopt or revise the Honor Code, the following process is followed. First, the Honor Council Co-Chairs, or a committee appointed by the Co-Chairs, draft revisions to the Honor Code based on recommendations from the Honor Council membership, after the membership has taken into consideration any suggestions made to the Honor Council by the Co-Chairs, student body, faculty, or administration. Second, the Co-Chairs consult with the Faculty Advisors and the Associate Dean of the College to assure that the draft will be acceptable to the faculty and the administration and will be consistent with College's academic policies. Third, with the concurrence of the Faculty Advisors and the Associate Dean of the College, the Co-Chairs present the draft to the whole Honor Council for a vote. Fourth, to approve revisions to the Honor Code, an affirmative vote of a three-quarters supermajority is required. Finally, fifth, any revisions approved by the Honor Council are presented to the student body. Ratification of revisions to the Honor Code requires a three-quarters vote of those students participating in a general referendum.

The Honor Council reserves the authority to correct any typographical or clerical errors in the Honor Code or to revise any sections of the Honor Code proving contrary to the law or in violation of College policy, by a two-thirds vote of the membership. Once approved by the Honor Council, the revisions adopted will be in force for up to ten months. For the revisions to become permanent parts of the Honor Code, the Honor Council must present those revisions to the student body for a ratification vote within 10 months of their adoption by the Honor Council. Ratification of revisions to the Honor Code requires a three-quarters vote of those students participating in a general referendum.

*Revised by a vote of the Honor Council, Fall 2014. Ratified by the student body, Spring 2015.*