



COLORADO COLLEGE

**Honor Council**

## Colorado College Honor Code

### Article I: Purpose

Established in 1948 to promote personal responsibility and academic integrity, the Honor Code is an essential part of life at Colorado College. Upon admission to the College, students commit themselves to comply with the requirements of the Honor Code on all assignments. The Honor Council encourages students to sign the Honor Code pledge on all written work to certify the following: “On my honor I have neither given nor received unauthorized aid on this assignment”, or Honor Code Upheld with a signature at the end of the assignment, at the discretion of the professor.

### 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, while under investigation, accused students pledge to guard the confidentiality of Honor Council investigations, except for resources allowed by the Honor Code and Investigation Handbook. Moreover, students involved in investigations, including but not limited to witnesses, agree to keep case details confidential, except in situations in which the accused student has given written permission to discuss his or her case after its completion.

**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, by violating the Honor Code, including harming other students' academic work.

### **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. Plagiarism and Cheating
- b. Unauthorized Aid
- c. Unfair Advantages
- d. Flagrancy
- e. Breaking Confidentiality of Honor Council Investigations

**a. 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. The Council may use any and all available resources to determine the degree of plagiarism on any given assignment.

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
- Use of Artificial Intelligence to generate specific language that is then portrayed as a student's own work

**b. 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. The Council may use any and all available resources to determine the usage of unauthorized aid on any given assignment, including but not limited to CANVAS access.

Examples of violations include, but are not limited to:

- Accessing online information during an exam, when such access is not permitted
- Using a “cheat sheet” or other unauthorized memory aid, when its use is not permitted
- 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 not permitted
- Facilitating others to work dishonestly, as in any of the examples above
- Use of Artificial Intelligence in any way that violates course guidelines as clearly stated in the class syllabus

**c. Unfair Advantages**

Students pledge to work fairly with their fellow students by never attempting to gain an impermissible advantage over them. Students pledge not to violate course and assignment guidelines in a way that would create an unfair advantage. Students accept responsibility for seeking clarification of an instructor’s directions or expectations.

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 one’s own, or another’s, grades in a class
- Purposely undermining another student’s work in the course of a collaborative exercise, even if the result negatively impacts both parties.
- Failing to abide by examination or assignment time limits.
- Taking examinations in locations or under conditions that are not allowed by the course instructor.

**d. Flagrancy**

Any violation that exhibits contempt for or blatant disregard of the Honor Code leads to an additional charge of flagrancy.

Examples of flagrancy are as follows:

- 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, throughout the duration of the investigation.
- Plagiarism of more than 50% of the words in the assignment;
- Conspiracies to give or receive aid

- Lying in the course of an Honor Council investigation or hearing, or otherwise impeding or obstructing an investigation or hearing
- The exchange of money or the offer to exchange money for acts that violate the Honor Code;
- The payment for services or the offer to pay for services that violate the Honor Code;
- Theft of property (for example, tests or answer sheets; notes, tests, or papers of other students; or the answer keys of an instructor);
- Downloading or copying materials from essay mills, distributors, or student collections of past exams or paper.

The above examples are not comprehensive. Flagrancy may be determined based on evidence that proves contempt for or blatant disregard of the Honor Code during the course of an investigation.

Sanctions for flagrant violations are as follows:

The following examples of flagrancy receive a minimum sanction of suspension for a block to a maximum sanction of expulsion with the option to reapply to the College:

- Plagiarism of more than 50% of the words in the assignment; or
- Conspiracies to give or receive aid; or
- Lying in the course of an Honor Council investigation or hearing, or otherwise impeding or obstructing an investigation or hearing.

The following examples of flagrancy receive a sanction ranging from expulsion with the option to reapply to expulsion without the option to reapply:

- The exchange of money or the offer to exchange money for acts that violate the Honor Code;
- The payment for services or the offer to pay for services that violate the Honor Code;
- Theft of property (for example, tests or answer sheets; notes, tests, or papers of other students; or the keys of an instructor);
- Downloading or copying materials from essay mills, distributors, or student collections of past exams or paper.

#### **e. 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 not to exceed a “no credit” grade in the course.
- To the President of the College about dismissal or suspension: When a student violates the Honor Code in a manner that indicates flagrancy of the Honor Code, the Honor Council recommends that the President, considering the evidence presented in the case, alone determines the severity of the flagrant charge. If the President is uncertain in this decision, they may consult with the Dean of the College and the over-seeing Honor Council co-chair. If additional consultation is wanted by the president, they have the option to convene an additional panel consisting of 2-3 other administrators (pending availability and conflict of interest) and the Honor Council co-chair not affiliated with the case. The co-chair overseeing the case will present to the panel and recommend sanctions. The panel will then deliberate and determine sanctions to recommend to the president on the basis of a majority rules vote.

## **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 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.

In instances in which a faculty member decides to bring disciplinary action against a student due to a suspected Honor Code violation, that results in a student's inability to receive intended credit for a course, the faculty member is required to engage in the Honor Council investigation process.

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

The Honor Council works with the student body to ensure that every student understands the Honor Code and is 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.