

3-17-2009

Minutes, Arts & Sciences Student Life Committee Meeting, Tuesday, March 17, 2009

Arts & Sciences Student Life Committee

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Student Life Committee for the Arts and Sciences

Minutes for March 17, 2009

Bush Science Center #257

Start 12:40 – Finish 1:45 pm

Present: Paul Harris (Chair), Nick Horsmon, Derrick Paladino, Micki Meyer, Ken Miller, Jennifer Queen, Katie Sutherland, Ashley Taylor Finkelson, Cathleen Ward, Branden Becker

Guests: Karen Hater (Interim Dean of Student Affairs), Diane Willingham (Director of Community Standards and Responsibility), Deb Wellman (Associate Dean of Faculty), Rob Moore (Honor Code Student Chair)

I. Announcements

- a. P. Harris welcomed committee and guests

II. New Business

A. Revisions to the Academic Honor Code (Deb Wellman & Rob Moore)

- a. See attachment A
- b. D. Wellman and R. Moore discussed proposed revisions to Academic Honor Code. Areas of revision include language, readability, format and process.
- b. Next step revisions will go to AAC.

B. Suggestions for SLC from D. Cummings

- a. Tabled: D. Cummings unable to attend 3/17 meeting and will report at 4/7 meeting.

III. Old Business

A. Request for Board of Trustees for representation on Education Committee

- a. P. Harris announced that BOT is already discussing continued invitations for selected faculty for report to BOT subcommittees (w/out Faculty Governance proposal). No SLC further discussion.

B. Amendment Process for Code of Community Standards

a. D. Willingham reviewed proposed amendments to amendment process for student code from discussion with R. Casey and Rollins attorneys (language, process, protocol). M. Meyer expressed concern over language regarding 'extenuating circumstances' and what entails these types of situations. M. Meyer asked that more specific guidelines and details be included. D. Willingham noted that Rollins' attorneys need for language to be less detailed and not define these (citing that most would entail changes in law, environment etc). SLC voted unanimously to approve document.

b. Next step proposed amendments to amendment process will be brought to Executive Committee by P. Harris. P. Harris will note and address concerns expressed by SLC.

C. Faculty Involvement in Student Organizations Survey

a. See attachment B

b. SLC discussed recommendations from data collected from the Involvement Survey. Discussed importance of addressing staff recognition for advising clubs and organizations as well as incentivizing faculty through promotion, tenure and/or merit (not additional stipends or honorarium). SLC voted unanimously to bring these recommendations to Executive Committee.

c. Next step recommendations will be brought to Executive Committee by P. Harris.

IV. Adjournment

Attachment A



Rollins College Academic Honor Code

The Philosophy of the Academic Honor Code

Integrity and honor are central to the Rollins College mission to educate its students for global citizenship and responsible leadership. Rollins College requires adherence to a code of behavior that is essential for building an academic community committed to excellence and scholarship with integrity and honor. Students, faculty, staff, and administration share the responsibility for building and sustaining this community.

Each student matriculating into Rollins College must become familiar with the Academic Honor Code. The College requires that students be able and willing to accept the rights and responsibilities of honorable conduct, both as a matter of personal integrity and as a commitment to the values to which the College community commits itself. It is the responsibility of instructors to set clear guidelines for authorized and unauthorized aid in their courses. It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of the Honor Code.

The Honor Pledge and Reaffirmation

Membership in the student body of Rollins College carries with it an obligation and requires a commitment to act with honor in all things. The student commitment to uphold the values of honor - honesty, trust, respect, fairness, and responsibility - particularly manifests itself in two public aspects of student life. First, as part of the student check-in process to the College, students agree to commit themselves to the Honor Code. Then, as part of the matriculation process during Orientation, students sign a more detailed pledge to uphold the Honor Code and to conduct themselves honorably in all academic activities as a Rollins student. A student signature on the following pledge is a binding commitment by the student that lasts for his or her entire tenure at Rollins College:

The development of the virtues of Honor and Integrity are integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, as a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating, or plagiarism in my academic endeavors.

This pledge is reinforced every time a student submits his/her work for academic credit. Students shall add the following handwritten signed statement to their papers, quizzes, tests, lab reports, etc. Material submitted electronically should also contain the typed pledge; submission implies signing the pledge.

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.

The Academic Honor Council

Purpose

The Academic Honor Council hears cases of academic honor code violations, determines responsibility, and assigns academic sanctions. Faculty participation in the process is crucial for historical consistency and guidance, therefore, two faculty members will serve as advisors to the Academic Honor Council. An additional role of the Academic Honor Council is to educate the Rollins College community about the honor system.

Membership

The Academic Honor Council shall consist of fourteen student members who shall be selected through an application process administered by the Dean of the Faculty's Office in February for the upcoming year. The Dean of the Faculty [screens applicants for minimal GPA and conduct infractions and] forwards qualified applicants to the Student Government Association (SGA), which reviews the essays and recommendations [acceptable applicants] to the Dean of the Faculty. [In the event that there are more applicants than positions, the Academic Honor Council will conduct interviews and make recommendations to the Dean of Faculty.] Once members for the next year are in place, officers will be elected for the upcoming year.

Applicants submit a written application that includes an essay explaining why they believe academic integrity is important and why peer review is essential. In this application, students should explain any conduct infractions for which they may have been held responsible, and why such events, if any, should not remove them from consideration for the Academic Honor Council. All full time A&S students are eligible. A minimum GPA of 3.0 is required and the student cannot be or at any time have been on academic, disciplinary or community probation.

The term of office is one-year/two semesters. A member may serve no more than two terms/four semesters. Members who seek a second term must follow the application process. Students shall be removed from the Academic Honor Council if they are found to be in violation of the Academic Honor Code, or if they have been placed on academic, disciplinary, community, or resident hall probation.

The Academic Honor Council will hold a required training session for members and advisors. This will be conducted preferably at the end of the spring term. If

arrangements cannot be made for spring training, the training may be moved to the beginning of the fall term.

Officers

There shall be a Chair, Vice-Chair, and Secretary. These three officers, and the staff advisor, comprises the Executive Committee. The Chair must have served for one year on the Academic Honor Council. The Chair shall preside over Academic Honor Council hearings and shall decide questions of procedure and interpretation. The decision of the Chair is subject to veto of two thirds of the Academic Honor Council members. The Vice Chair serves as chair in the absence of the Chair. The Secretary shall keep a taped recording of all hearings, a record of findings, and a brief summary of the facts of the case and penalties imposed. Both the Vice Chair and Secretary shall participate in discussions and shall be voting members of the Council. All communication to an accused student will come from the Academic Honor Council Chair, supported by the Office of the Dean of the Faculty. Annually, the Chair shall prepare a report of the activities of the Academic Honor Council and submit the report to the Academic Affairs Committee.

Faculty and Staff Advisors.

The Faculty Executive Committee shall appoint two faculty advisors to the Academic Honor Council. They shall serve two-year terms, staggered if possible. The primary role of the faculty advisors is to participate in training of the Academic Honor Council members and to assist members of that Council in understanding and interpreting the application of the Honor Code as it pertains to academic exercises. Additionally, a designee appointed by the Dean of the Faculty will serve as a staff advisor, assisting in recruitment, selection and training of the members of the Academic Honor Council, and advising on issues of procedure.

Definitions of Academic Honor Code Violations

Violations of the Academic Honor Code include, but are not limited to the following:

1. **Plagiarism.** Misrepresenting the words, facts, or ideas of another person as your own in any academic exercise.
2. **Cheating.** Using or attempting to use unauthorized materials, information, or study aids in an academic exercise. This includes sharing knowledge of previously administered or current tests. The keeping of tests, papers, and assignments belonging to other students is prohibited. Use of external assistance (e.g., books, notes, calculators, conversations with others) in completing any "in-class" or "take-home" examination, unless specifically authorized by the instructor, is prohibited.
3. **Unauthorized Collaboration.** Collaboration, without specific authorization by the instructor, on homework assignments, lab reports, exam preparations, research

projects, take home exams, essays, or other work for which you will receive academic credit.

4. **Submission of Work Prepared for Another Course.** Resubmitting previous work, in whole or in part, for a current assignment **without the consent of the current instructor(s)**.
5. **Fabrication.** Misrepresenting, mishandling, or falsifying information in an academic exercise. For example, creating false information for a bibliography, inventing data for a laboratory assignment, or representing a quotation from a secondary source (such as a book review or a textbook) as if it were a primary source.
6. **Facilitating Academic Dishonesty.** Helping another student commit an act of academic dishonesty.
7. **Violations of Testing Conditions.** Looking at other students' answers, allowing other students to look at your test, and working past allotted time are just a few examples where test conditions may be considered to be violated.
8. **Lying.** Lying is making a statement that one knows to be false with the intent to deceive. It includes actions such as (a) lying to faculty, administrators, or staff (b) falsifying any college document or record by mutilation, addition, deletion or forgery (c) lying to a member of the Academic Honor Council.
9. **Failure to Report an Honor Code Violation.** Failure to report occurs when a student has knowledge of or is witness to an act in violation of the Academic Honor Code and does not report it within ten class days.

Reporting a Violation

Academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of Rollins College. It is the responsibility of all members of the College community to uphold the Academic Honor Code and to report apparent violations. All students, faculty, and staff are required to report violations in writing to the Academic Honor Council. Referrals of incidents of academic dishonesty will be made through the Dean of the Faculty's office.

If a **faculty** member has reason to believe that a violation of the Academic Honor Code has occurred, he/she may have an initial meeting with the student to discuss the situation. If the faculty member believes that a violation has occurred he/she is required to report it.

Staff members that believe they have witnessed a violation must refer the case to the Academic Honor Council for disposition.

If a **student/peer** has reason to believe that a violation of the Academic Honor Code has occurred, he/she is required to report it to the Academic Honor Council. The student who has witnessed a violation may, but is not required to, encourage the student suspected of the violation to self-refer. If the student refuses to self-refer, then the student who witnessed the violation must report it to the Academic Honor Council.

Referrals must be made in writing and filed through the Office of the Dean of the Faculty. These complaints are then forwarded to the Academic Honor Council. Allegations must be submitted in writing within ten days of the discovery of the alleged violation. Complaints against graduating seniors must be submitted by the date senior grades are due to allow time for an investigation before graduation. The referral may be written up and turned in to the Dean of the Faculty's office or submitted online and should indicate all relevant details, including names of witnesses.

Self-Referral Cases

Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the Dean of the Faculty or the Chair of the Academic Honor Council before someone else has reported the violation. If a student does not self-refer before a violation has been reported, then he/she will resolve the allegations of Honor Code violations through the informal resolution. Students may not exercise the self-referral option more than once during their enrollment at the College.

Disposition Conference

When a student self-refers, their case will not go to the Academic Honor Council. Instead, the Dean of the Faculty or a designee will notify the faculty member involved. The Dean or designee shall then convene a conference between the student and the faculty member. **The purpose of this conference will be to ensure that the self-referral provisions of this Code are followed, and to levy a sanction.** The Dean (or designee) will notify the Academic Honor Council in writing of the outcome of the conference.

Sanctioning Guidelines

In all cases where a student self-refers, the student will be placed on Academic Honors Probation and be required to successfully complete the Non-credit Integrity Seminar offered by the Academic Honor Council.

The faculty member has the discretion to reduce the student's grade for the academic exercise **or** course in question by one letter grade or to an "F" or a zero. The "HF" designation, however, will **not** apply. **[include all of the options available to the AHC]**

Faculty, Staff, and Peer Referral Cases

The Academic Honor Council investigates and adjudicates reported cases referred by faculty, staff, and peers through an informal hearing. A student accused of an honor

code violation may not withdraw or exercise the late credit/no credit option from the applicable course once the referral has been made.

Informal Hearing Committee

The AHC Informal Hearing Committee will comprise of at least one member of the executive board serving as chair and two at large members from the Academic Honor Council. The staff advisor must be present at this hearing.

Informal Resolution Procedures

If the Executive Committee of the Academic Honor Council determines, after a preliminary investigation, that a report of academic dishonesty is supported by reasonable cause, it will inform the accused student in writing of the charges, and shall offer him/her an opportunity for an Informal Hearing with the AHC Hearing Committee to review the case.

The accused student is entitled to select a Rollins College faculty, student, or staff advisor. The advisor may accompany the accused student to the informal hearing and may consult with the accused student prior to or during the course of the hearing. The role of the advisor in this hearing is limited to making sure that the accused student understands his procedural rights and responsibilities. The advisor may not question or challenge the nature of the evidence that led to the charges. If the student cannot select an advisor, the Council will offer to appoint one in advance of the informal hearing.

Once a referral has been made to the Dean of Faculty's office, the staff advisor sends the referral to the Chair of the AHC. S/he writes a formal letter stating the alleged infraction has been reported and advises the student to select an advisor and set a hearing time convenient to both the AHC and the alleged student. The hearing is convened with three members of the AHC, with a member of the Executive Committee serving as Chair. The alleged student will be given a copy of the Rollins Honor Code and informed of that the hearing will be audio-taped. The Chair follows the procedures in the 'Outline for Informal Hearings' created by the AHC. The student will be asked to plea and may choose one of the following:

- a. The student acknowledges responsibility for committing a violation of the code and accepts the sanction of "HF" (Honors Failure).
- b. The student accepts responsibility, but requests a review for purposes of sanctioning only.
- c. The student pleads not responsible and requests a full review of the case that may lead to a formal hearing (see section on Formal Resolution).

If the accused student selects option b, requesting a sanctioning review, and has no prior record of academic dishonesty, the Informal Hearing Committee will consult with the faculty member of the course where he infraction occurred and request a recommendation. This allows the faculty member to inform the Informal Hearing

Committee of the weight of the assignment and severity of the infraction in the professor's view. The sanction will be determined by the AHC.

Sanctioning Guidelines

The Academic Honor Council may impose grade penalties including a [grade reduction of the assignment], failing grade on the assignment, [a zero on the assignment] a grade reduction in the course in which the violation occurred, or a failing grade in the course. If the student receives a failing grade in the course as part of the sanction, it will be noted on the transcript as an HF (Honors Failure). Students found responsible for a violation of the Academic Honor Code are also placed on Academic Honors Probation and required to participate in and successfully complete a non-credit integrity seminar.

Written documentation signed Chair of the Informal Hearing must support any sanction. The Academic Honor Council shall inform the student, the faculty member(s) and the Dean of the Faculty of the sanction imposed.

Formal Resolution Procedures

If a student pleads not responsible at his/her informal review, then he/she will resolve allegations of Honor Code violations through a formal resolution process.

The Investigation

The Executive Committee shall appoint two Investigators from members of the Academic Honor Council for each reported violation. The appointments as Investigator shall be made on a rotating basis among the members of the council, except for the Chair. In addition to the investigators, the Executive Committee shall appoint five additional members of the council to be voting members at a particular hearing. In this way, the participating Academic Honor Council members, excluding the Chair, will be given the responsibility to be an Investigator or a voting member at a formal hearing.

Investigators will interview all accused students and witnesses and assemble all pertinent documents. Both AHC investigators will be present during all witness interviews. It is the accused student's responsibility to fully cooperate with the investigators.

Both Investigators review the case with the Academic Honor Council Chair in order to determine if there is sufficient evidence to recommend that a formal hearing be held. If it is determined that there is insufficient evidence of a violation, then the Executive Committee will determine that the case is 'dropped' and a letter will be sent to the student and faculty member stating the case has been dropped.

The Formal Hearing

When a Formal Hearing is required, the Chair of the Academic Honor Council shall notify the student in writing ~~of the nature of the complaint as well as provide the student with a copy of the written complaint.~~ of the possible times available for the AHC to hold the Formal Hearing. The Chair will contact the accused student to explain the student's rights, and discuss aspects of the Formal Hearing Process. If the accused student

needs and requests support and assistance in preparing for the hearing, the staff advisor to the AHC will arrange for that assistance, within reason.

Names of witnesses listed in the report will be edited out for confidentiality reasons and their testimony may be made available to the accused. All parties must understand that the investigation is confidential and its details, findings, and conclusions may not be released. Retaliation against witnesses as a consequence of statements they may make will be considered as a possible violation of the *Code of Students' Rights and Responsibilities*.

The Chair will schedule a timely hearing and notify the student of the time and place of the hearing. The accused student is expected to be present during the hearing. The accused student may also bring witnesses to the hearing. If the student chooses not to attend, the hearing will still be held, and the student's absence shall not invalidate the results of the hearing nor be in itself a reason to challenge the results of the hearing.

The order of the proceedings in a hearing shall be as follows:

- 1st. Presentation of the charge/allegation
- 2nd. Request for a plea from the alleged student
- 3rd. Presentation of evidence by Investigators
- 4th. Opportunity for a response by the accused student
- 5th. Voting Members questions/Student answer period
- 6th. Closed deliberations by the Council
- 7th. Present determination and sanction

The Academic Honor Council shall conduct formal hearings according to the following guidelines:

- Hearings will be conducted in private, subject to the list of attendees noted below.
- Admission of any person to the hearing shall be at the discretion of the Academic Honor Council Chair, with advice, if needed, from the Council's Staff and Faculty Advisors.
- The accused student is entitled to select a Rollins College faculty, student, or staff advisor to assist in preparation for the hearing. The advisor may accompany the accused student to the hearing and may consult with the accused student prior to or during the course of the hearing, but may not address the Chair or the Academic Honor Council.
- Persons to be present at hearings include the Academic Honor Council Chair, five members of the council, two investigators, one advisor, the accused student, the accused student's advisor, and witnesses relevant to the case. The presence of all the appointed members of the council is required to hold a hearing. Relevant witnesses shall be present only during their own testimony, subject to questions from the Academic Honor Council; however, they may be required to remain available for the duration of the hearing. The witness making the accusation is not required to be present at the same time as the accused. The

accused student does not have the right to cross-examine witnesses, unless permission is granted by the Chair.

- The Academic Honor Council, at the discretion of the Chair, may accept pertinent records, exhibits, and written statements as evidence for consideration. However, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Academic Honor Code proceedings. The accused student does not have the right to have an attorney present in Academic Honor Code proceedings.
- All procedural questions are subject to the final decision of the Academic Honor Council Chair. After the hearing, the Council shall determine by at least a four to one vote whether the student has violated the Academic Honor Code. If two or more voting members dissent, the accused shall be found not responsible.
- The Chair of the Council is a non-voting member.
- The Academic Honor Council's determination of whether the student violated the Honor Code shall be based solely **on the standard of whether there is clear and convincing evidence** that the accused student violated the Academic Honor Code.
- The staff advisor and only one faculty advisor to the Academic Honor Council must be present at all formal hearings.

There shall be a single verbatim record, such as a tape recording or equivalent, of all hearings. The record will not include deliberations and will be used only for the appellate process. The record shall be the property of the College and destroyed following the final adjudication of the case **[when the time allowed for appeals has ended.]**

Any hearing may be postponed, recessed, or continued at the discretion of the Academic Honor Council Chair.

Sanctioning Guidelines

If the student is found **not** in violation of the Academic Honor Code, a letter of clarification ~~will be written from the Chair to the student.~~ **[will be written from the Chair to the alleged student and faculty member informing him/her of the decision of the Academic Honor Council.]**

No finding of violation or setting of penalties may be based solely on the student's failure to appear at the hearing.

~~After the allotted time for appeals has passed,~~ The finding and sanction (if applicable) will be communicated in writing to the student and the faculty member of the course in which the incident took place.

Depending on the nature of the violation and any extenuating circumstances, a finding of responsibility will include one or more of the following sanctions:

1. The student will be placed on Honor Probation. Probation remains in effect until graduation.

2. The student shall have a written letter of reprimand placed in his/her permanent file that censures the inappropriate action in writing.
3. The Academic Honor Council shall impose one or more of the following:
 - a. Grade Penalty – The minimum penalty shall be a failure in the course, recorded as an Honors Failure (HF).

A recommendation to the Dean of Faculty for

- b. **Suspension** - Suspension may be any period of time through three years and is an appropriate sanction for intentional dishonesty, even on the first offense and is a mandatory [recommended] penalty for the second offense. A student may not receive credit for work taken at another institution during the period of the suspension.

OR

- c. **Dismissal** - Permanent separation of a student from all programs at Rollins College. This is an appropriate sanction for intentional dishonesty, on a second offense and is mandatory [recommended] for a third offense.

Appeal Procedures

A written appeal from a finding of guilt of the Academic Honor Council may be made to the Dean of the Faculty within 10 class days of the decision. Only findings of responsibility by the Council can be appealed.

If a student elects to file an appeal, pending a decision from the Academic Honor Appeals Committee, the student may continue to attend all courses and participate in College life as usual. However, until a case has been completely resolved (hearing, all appeals, etc.) the student may not graduate from the college. Similarly, a student who has received sanctions must complete any requirements of those sanctions prior to graduation.

1. Prior to an appeal, if the student believes that there is new evidence or relevant facts that were not brought out in the original hearing and that may be sufficient to alter the original finding, the student may make a request that this information be considered. The student must make such a request in writing to the Academic Honor Council Chair ~~by the date designated in the sanction letter~~. If the purported new evidence or relevant facts are deemed by the Chair to be substantial enough to potentially change the Council's decision, the matter will be returned to the Academic Honor Council for reconsideration.
2. If a student is found to have violated the Academic Honor Code by the Academic Honor Council and the student believes the finding was prejudicial or biased, the

student may appeal. Appeals must be made in writing to the Dean of the Faculty by the designated date in the sanction letter. The Dean will provide the Academic Honor Appeals Committee with the written appeal. In making the appeal, the student must furnish evidence that there was procedural misconduct by the Academic Honor Council that was prejudicial to the accused student.

The AHC Appeals Committee

The Academic Honor Appeals Committee comprises the Dean of the Faculty, the Chair of the Academic Honor Council and the Faculty Advisor to the Honor Council **not** present at the hearing. The Academic Honor Appeals Committee will meet to determine if grounds for an appeal exists. The review will be limited to the verbatim record of the initial [Informal and Formal] hearings, supporting documents, and the written appeal. New evidence or other relevant facts not part of the original hearing will **not** be considered.

The accused student will be notified in a timely fashion of the Academic Honor Appeals Committee's determination. Decisions of the Academic Honor Appeals Committee are final.

Removal of the HF

A student with an "HF" and no other record of academic dishonesty ~~or serious disciplinary misconduct~~ may request, no earlier than one semester before graduation and no later than one academic year after graduation, that the Academic Honor Appeals Committee remove the "H" from the "HF" so that the transcript does not reflect in perpetuity that the failing grade was the result of a case of academic dishonesty. Seniors that receive an "HF" can make a similar appeal no more than one academic year after graduation.

Miscellaneous

Rights and Responsibilities of Faculty Members

This honor system, like any honor system, works only to the extent that participants understand and embrace the values and process by which these values are upheld and celebrated. To this end, it is the responsibility of all members of the academic community to educate new members of the community about the honor system. There should be agreement amongst all members that an honor system is critical to the educational process, to the institution's mission, and to the student's personal and academic success.

1. ALL complaints in regards to the Academic Honor Council go to the Academic Honor Council, submitted through the Dean of the Faculty's Office and will be reviewed by the Academic Honor Council Appeals Committee.
2. The faculty member in whose course the infraction may have occurred may appeal the finding of the Council to the Academic Honor Appeals Committee.
3. It is a faculty member's responsibility to be clear about which assignments are collaborative and which are not. A faculty member may wish to include a "collaborative statement" on an assigned work that requires students to identify

the names of other collaborators. A sample statement could read “I worked on this assignment with _____ and received help from _____.”

4. It is the instructor’s discretion to proctor an exam. Unproctored exams shall be optional but are highly encouraged.
5. Each faculty member should address the issue of academic integrity not only in the syllabus, but also in class throughout the term.

Impeachment of Honor Council Member Procedures

If any officer or member of the Academic Honor Council is accused of failure to discharge the duties of the office, the Council sitting as a board of impeachment shall hear the accusation. A quorum of two thirds, excluding the accused, is required for a valid hearing. A majority vote of those present and voting, excluding the accused, is required to uphold the impeachment charge. The Chair shall vote with the Council members. Proceedings in such cases shall be initiated by a petition from three members of the Council or by a petition signed by five members of the student body.

Academic Honor Code Amendment Procedures

The Academic Honor Code may be amended in the following manner:

1. Proposed amendments may come from the Student Government Association, the faculty governance system or the Dean of the Faculty.
2. Amendments are submitted to the Executive Committee of the Faculty. The Executive Committee will then forward the proposed amendment to the body or bodies that did not submit the amendment for approval.
3. Once approved by the Faculty of Arts and Sciences and the Student Government Association, the proposed amendment will become part of the Academic Honor Code.

Student Organization “Test Files”

The keeping of unauthorized tests, papers, and other assignments belonging to former students violates the spirit of academic integrity. Organizations keeping unauthorized files must dispose of those files. Organizations who retain these unauthorized files will be cited as a judicial violation, subject to *The Code of Students’ Rights and Responsibilities*. This does not preclude the keeping of tests, papers, and other assignments when specifically authorized by the instructor.

Penalty for not Peer Reporting

Students found responsible for failure to report an academic honor violation shall at a minimum be placed on Academic Honors Probation and shall be required to attend the non-credit integrity seminar.

- ~~1. The Dean of the Faculty, in consultation with the Dean of Student Affairs, may also deny the student’s right to participate in college sponsored activities~~

Assessment and Continual Improvement of Honor Code

Annual reports will be submitted to the Dean of the Faculty and to the Academic Affairs Committee yearly, so that this process may be assessed and changes implemented.

The Academic Affairs Committee will ~~conduct~~ **request a periodic** review **at least once every five years**. The review committee will consist of two faculty members appointed by the Dean of the Faculty, two students appointed by the Dean of Student Affairs Faculty, and one member of the administration.

Acknowledgments

This policy is adapted, with permission, from the University of Maryland, the University of Richmond, and Washington and Lee University. We gratefully acknowledge the contributions of many other schools including Trinity University (TX), Birmingham Southern College, James Madison University, Wheaton College, Gettysburg College, Vanderbilt University, Rhodes College, St. Olaf College, University of Miami, Davidson College, Emory University, University of Denver, Valparaiso University and Bucknell University.

Academic Honor Code (Current)	Proposed Changes	Reason
<p>If the Executive Committee of the Academic Honor Council¹ determines, after a preliminary investigation, that a report of academic dishonesty is supported by reasonable cause, it will inform the accused student in writing of the charges, and shall offer him/her an opportunity for an informal meeting with the executive committee, or designees², to review the case. The staff advisor must be present at this meeting. The Executive Committee shall also provide the accused student with a copy of this Code and a statement of procedural rights approved by the Academic Honor Council...</p>		
<p>The Chair, Vice-chair, and Secretary, plus a staff advisor, selected by the Dean of the faculty, comprise the Executive Committee of the council.</p>		
<p>Designees are to be selected by the Executive Committee of the council from the members of the honor council. Designees, which must be members of the Honor Council, are to be given at least three days to review evidence prior to the informal meeting. Designees must not exceed two, as at least one of the members of the Executive Committee must be present at all informal meetings and the number of members that comprise the Executive Committee is not being altered. An Honor Council member cannot replace the staff representative.</p>		<p>This was not part of the request and members of AAC added it not understanding the procedures. The AHC requests the highlighted sentence be deleted. The informal meeting is where they “collect” the evidence so it would not be possible to give the members three days to review it.</p>

<p>This pledge is reinforced every time a student submits his/her work for academic credit. Students shall add the following handwritten signed statement to their papers, quizzes, tests, lab reports, etc. Material submitted electronically should also contain the typed pledge; submission implies signing the pledge.</p> <p>On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work. (pg. 1-2)</p>	<p>Second through fourth year students can abbreviate the pledge with their faculty member's permission to read, "On my honor..."</p>	
	<p>The Dean of the Faculty [screens applicants for minimal GPA and conduct infractions and] forwards qualified applicants to the Student Government Association (SGA), which reviews the essays and recommendations [acceptable applicants] to the Dean of the Faculty.</p>	
	<p>[In the event that there are more applicants than positions, the Academic Honor Council will conduct interviews and make recommendations to the Dean of Faculty.]</p>	
	<p>Submission of Work Prepared for Another Course. Resubmitting previous work, in whole or in part, for a current assignment without the consent of the current instructor(s).</p>	

	The Dean or designee shall then convene a conference between the student and the faculty member. The purpose of this conference will be to ensure that the self-referral provisions of this Code are followed, and to levy a sanction. The Dean (or designee) will notify the Academic Honor Council in writing of the outcome of the conference.	
	The faculty member has the discretion to reduce the student's grade for the academic exercise or course in question by one letter grade or to an "F" or a zero. The "HF" designation, however, will not apply. [include all of the options available to the AHC]	
	If a Formal Hearing is required, the Chair of the Academic Honor Council shall notify the student in writing of the nature of the complaint as well as provide the student with a copy of the written complaint. of the possible times available for the AHC to hold the Formal Hearing.	
	The record shall be the property of the College and destroyed following the final adjudication of the case [when the time allowed for appeals has ended.]	
	If the student is found not in violation of the Academic Honor Code, a letter of clarification will be written from the Chair to the student. [will be written from the Chair to the alleged student and faculty member informing him/her of the decision of the Academic Honor Council.]	

	After the allotted time for appeals has passed, The finding and sanction (if applicable) will be communicated in writing to the student and the faculty member of the course in which the incident took place.	
	Suspension may be any period of time through three years and is an appropriate sanction for intentional dishonesty, even on the first offense and is a mandatory [recommended] penalty for the second offense.	
	This is an appropriate sanction for intentional dishonesty, on a second offense and is mandatory [recommended] for a third offense.	
	The review will be limited to the verbatim record of the initial [Informal and Formal] hearings, supporting documents, and the written appeal.	
	ALL complaints in regards to the Academic Honor Council go to the Academic Honor Council, submitted through the Dean of the Faculty's Office and will be reviewed by the Academic Honor Council Appeals Committee.	
	The Academic Affairs Committee will conduct request a periodic review at least once every five years. The review committee will consist of two faculty members appointed by the Dean of the Faculty, two students appointed by the Dean of Student Affairs Faculty, and one member of the administration.	

Attachment B

Recommendations from Survey on Faculty Involvement in Advising Student Organizations

Prior to Meeting –

Student Life Committee Recommendations:

- Our recommendations are predicated on institutional support for faculty involvement in student organizations; it is critical to determine the degree to which the Rollins College faculty, students, and administration believe that faculty advising of student organizations is important to the college (i.e., if it is not viewed as important, there is not need to support these efforts)
- If faculty involvement in student organizations is deemed important, the following policies might increase the level of involvement:
 - Educate faculty on the value of organization advising in terms of student development and faculty professional development (e.g., through colloquia, open sessions, lunches, and other face to face educational opportunities, as well as on advising Web pages associated with DOF, DOSA or other relevant groups)
 - Recognize organization advising as service and treat it accordingly in decisions on tenure, promotion, and merit raise processes
 - Staff should also receive appropriate institutional recognition and rewards for advising organizations and building partnerships with faculty advisers
 - Create incentives for advising roles that may involve particularly high levels of time commitments in terms of stipends, course release, or “on-load” advising

Revised During Meeting (Last Bullet Removed) –

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 - Recognize organization advising as service and treat it accordingly in decisions on tenure, promotion, and merit raise processes
 - Staff should also receive appropriate institutional recognition and rewards for advising organizations and building partnerships with faculty advisers