

UNIVERSITY OF ST. THOMAS PHYSICS DEPARTMENT HONOR CODE

The UST Physics Department believes that academic integrity is an essential characteristic of a healthy academic community and has developed the following honor code to help clarify expectations for faculty and staff.

EXAMS

- Faculty do not need to proctor exams. However, they must always be available for questions during any regularly scheduled exam.
- While taking an exam, students are on their honor not to discuss any part of the exam among themselves, nor to use any notes, books, references etc. not specifically mentioned by the instructor.
- If a student is taking an exam early they are on their honor not to discuss anything about the exam with other students until after all of the students have completed the exam.
- If a student is taking an exam late they are on their honor not to discuss anything about the exam with other students until after all of the students have completed the exam.
- Exams in a scheduled classroom: with permission of the instructor a student may take an exam in another room, or, with prior approval by the instructor, may take the exam at a different time.

PAPERS AND LABORATORY REPORTS

- When students work as a group to gather data, they may also analyze the data as a group. However, each student must write his/her own summary of the analysis and all other portions of the paper or report that do not involve group data analysis.
- Students may discuss parts of a paper among themselves to clarify or understand a concept, but the final writing must be completed by the individual student
- A student's paper or report is the sole property of that student. No other student shall copy any portion of the paper or report and represent that as their own without permission of the author and with proper reference.

HOMEWORK

- The purpose of homework is to have the student learn. It is often helpful to work in groups to develop problem solving strategies and compare solutions. However, it is not acceptable to merely copy another student's homework.

SYLLABUS STATEMENT

While individual faculty have different methods of teaching the importance of academic integrity, the department has adopted two practices that we all use to keep this issue in our students' minds:

- A syllabus statement, such as:
HONOR CODE: In science, cooperation enables advances beyond what individuals could achieve in isolation; at the same time, care is taken to give proper credit to individuals for their work. In much of this class, you will be encouraged to work together. However, *you must take all tests on your own, and work you turn in should reflect your own understanding.* I expect you to conduct yourself with honor. Dishonesty or cheating in any form will be dealt with according to the University's *Academic Integrity Policy*. Caught or not, the damage to your personal integrity is not worth it.
- A reminder statement on each test, such as:
By writing my name above, I affirm that this test represents my work only, without aid from outside sources. In all aspects of this course I perform with honor and integrity.

Note: Portions of our honor code are based on the honor code of the Department of Physics and Astronomy at Dickinson College.

http://physics.dickinson.edu/~dept_web/majors/honor_code.html

PROCEDURE FOR CASES OF SUSPECTED HONOR CODE VIOLATIONS

The following procedure is used in suspected cases of cheating, plagiarism, or other violations of the academic honor code.

1. If an instructor suspects that a violation of the academic honor code has occurred, he or she will discuss the situation with the student and notify the Departmental Chair of the suspected violation.
2. The Departmental Chair will meet with the student and discuss the suspected violation. If the violation occurred in the Departmental Chair's course, then another member of the Department will meet with the student.
3. After they have both talked to the student, the Departmental Chair and instructor will review the case. In consultation with the instructor, the Departmental Chair will recommend an action consistent with the University Academic Integrity Policy (see *Student Policy Book* WEB site as well as below). If it is determined that no violation of academic honor took place no further action is taken. In all cases resulting in an admission or determination of guilt, the Department Chair will maintain a record of the situation and send a letter to the Dean. If no further charges of academic dishonesty involving the student occur during the student's tenure at St. Thomas, the materials will be removed from the file upon graduation.

The following text covering UST's Academic Integrity Policy comes from the Student Policy Book WEB site.

http://www.stthomas.edu/policies/student_policy_book/Academic_rights_and_procedures.htm

Disciplinary Rights and Procedures – Academic

Academic Integrity Policy

Honesty and trust among students and between students and faculty are essential for a strong, functioning academic community. Consequently, students are expected to do their own work on all academic assignments, tests, projects and research/term papers. Academic dishonesty, whether cheating, plagiarism or some other form of dishonest conduct related to academic coursework and listed in the Student Policy Book under “Discipline: Rules of Conduct” will automatically result in failure for the work involved. But academic dishonesty could also result in failure for the course and, in the event of a second incident of academic dishonesty, suspension from the university. Here are the common ways to violate the academic integrity code:

- *Cheating* - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit.
- *Fabrication* - Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- *Facilitating Academic Dishonesty* - Intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.
- *Plagiarism* - The deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgment. You commit plagiarism whenever you use a source in any way without indicating that you have used it. If you quote anything at all, even a phrase, you must put quotation marks around it, or set it off from your text; if you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends; if you use an author's idea, you must say that you are doing so. In every instance, you also must formally acknowledge the written source from which you took the material. (This includes material taken from the World Wide Web and other Internet sources.)

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Students are encouraged to report incidents of academic dishonesty to course instructors. When academic dishonesty occurs, the following procedures will be followed:

- A. The instructor will impose a minimum sanction of failure for the work involved. The instructor also will notify the student and the appropriate academic dean in writing of the nature of the offense and that the minimum sanction has been imposed. The instructor may recommend to the dean that further penalties be should imposed.

If further penalties are imposed, the dean will notify the student immediately and the student will have five working days to respond to the intention to impose additional penalties. The student has the right to respond to the charge of academic dishonesty and may request in writing that the dean review the charge of academic dishonesty as fully as possible.

If the dean determines that no further sanctions will be applied, the instructor's sanction will stand and the instructor's letter to the dean and student will be placed in the student's file. If no further charges of academic dishonesty involving the student occur during the student's tenure at St. Thomas, the materials will be removed from the file upon graduation.

B. If the student has been involved in a previous incident of academic dishonesty, the dean will convene a hearing, following guidelines listed under "Hearings and Procedures" in the Student Policy Book. During the hearing, all violations of academic integrity will be reviewed. The student and the faculty member charging the most recent incident will be present at the hearing.

C. In either situation, A or B, if the dean determines that further sanctions are warranted, the student will be informed in writing. Among the sanctions considered by the dean will be the following: failure for the course in which the incident occurred; suspension from the university for the following semester; expulsion from the university; community service; a written assignment in which the student explores the principles of honesty and trust; other appropriate action or sanctions listed under "Sanctions" in the Student Policy Book. The materials relating to the incident, including the instructor's original letter to the student and dean and the dean's decision following the hearing, will become part of the student's file.

D. A student may appeal the dean's decision to the Committee on Discipline. To appeal, the student must send written notice to the chair of the Committee on Discipline within seven days of the date of the dean's letter notifying the student of the penalty. If the chair of the Committee on Discipline receives no written request within the time specified, the penalty shall be imposed and the action shall be considered final. If a written request of appeal is received within the time specified, the hearing procedures of the Committee on Discipline will be followed.

The Committee on Discipline shall have the authority to investigate the facts of the particular case that has been appealed and the committee may:

1. Affirm the original decision and sanction.
2. Affirm the original decision and reduce or increase the original sanction.
3. Reverse the original decision.
4. Disallow the original decision and order a new hearing by the dean (or designee).