

Honor Code

The Honor Code of the College of Charleston specifically forbids:

A. Lying: knowingly furnishing false information, orally or in writing, including but not limited to deceit or efforts to deceive relating to academic work, to information legitimately sought by an official or employee of the College, and to testimony before individuals authorized to inquire or investigate conduct; lying also includes the fraudulent use of identification cards.

B. Cheating: the actual giving or receiving of unauthorized, dishonest assistance that might give one student an unfair advantage over another in the performance of any assigned, graded academic work, inside or outside of the classroom, and by any means whatsoever, including but not limited to fraud, duress, deception, theft, talking, making signs, gestures, copying, electronic messaging, photography, unauthorized reuse of previously graded work, unauthorized dual submission, unauthorized collaboration and unauthorized use or possession of study aids, memoranda, books, data, or other information. The term cheating includes engaging in any behavior related to graded academic work specifically prohibited by a faculty member in the course syllabus or class discussion.

C. Attempted cheating: a willful act designed to accomplish cheating, but falling short of that goal.

D. Stealing: the unauthorized taking or appropriating of property from the College or from another member of the college community. Note also that stealing includes unauthorized copying of and unauthorized access to computer software.

E. Attempted stealing: a willful act designed to accomplish stealing, but falling short of that goal.

F. Plagiarism:

1. The verbatim repetition, without acknowledgement, of the writings of another author. All significant phrases, clauses, or passages, taken directly from source material must be enclosed in quotation marks and acknowledged either in the text itself or in footnotes/endnotes.
2. Borrowing without acknowledging the source.
3. Paraphrasing the thoughts of another writer without acknowledgement.
4. Allowing any other person or organization to prepare work which one then submits as his/her own.

G. Penalties (Sanctions) for Violations of the Honor Code

1. XF – Transcript Notation (See Appendix A for full description.)

a) The grade of "XF" has been added to our grading options at the College. The grade of XF means failure due to academic dishonesty. If a student is found responsible for an act of "serious" academic dishonesty, the instructor for that course must assign an XF. The XF remains on the student's official transcript for a minimum of 2 years. After 2 years, the student can petition the Honor Board for removal of the X. The F will remain.

b) Instructors, with assistance from the Dean of Students if requested, will assess whether the behavior of the student falls into one of three classes:

Class 1 – act involves significant premeditation; conspiracy and/or intent to deceive, e.g., purchasing a research paper. **Penalties:** XF and either suspension or expulsion assigned if student found responsible by Honor Board.

Class 2 – act involves deliberate failure to comply with assignment directions, some conspiracy and/or intent to deceive, e.g., use of the Internet when prohibited, some fabricated endnotes or data, copying several answers from another student's test. **Penalties:** XF and other sanctions assigned if student found responsible by Honor Board.

Class 3 – act mostly due to ignorance, confusion and/or poor communication between instructor and class, e.g., unintentional violation of the class rules on collaboration. **Penalties:** Student and instructor agree upon the response and forward agreement to Dean of Students. See "Class 3 Report and Resolution Form" on the Student Affairs, Honor System website.

2. **Other penalties** for violations of the Honor Code range up to and include expulsion from the College. Other penalties may be combined with the XF. Attempted cheating, attempted stealing, and the knowing possession of stolen property shall be subject to the same punishment as the other offenses. Because the potential penalties for an Honor Code violation are extremely serious, all students should be thoroughly familiar with the above definitions and be guided by them.