The Honor System of the College of Charleston

Preamble
The Honor System of the College of Charleston is intended to promote and protect an atmosphere of trust and fairness in the classroom and in the conduct of daily life. The Honor System is composed of two major components: The Honor Code and the Code of Conduct. Specific policies fall under each major component. Students and student organizations at the College of Charleston are bound by honor and by their enrollment at the College to abide by the Honor and Conduct codes and are required to report violations. Faculty and staff members are equally responsible to report violations of the Honor Code or Code of Conduct.

As members of the college community, students are expected to evidence a high standard of personal conduct and to respect the rights of other students, faculty, staff members, community neighbors, and visitors on campus. Students are also expected to adhere to all federal, state, and local laws. Alleged violations of the Honor Code or Code of Conduct which are not admitted by the student will be heard by a disciplinary panel or an Honor Board, bodies composed of students, faculty, and staff members or an administrator.

A student who admits to a violation of the Honor Code or Code of Conduct will have the violation adjudicated by the reporting faculty member(s), a disciplinary panel, an Honor Board or an administrator.

The Honor Code

The Honor Code of the College of Charleston specifically forbids:

1. 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 and fabrication of data, endnotes, footnotes and other information related to academic work.

2. 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 an instructor in the course syllabus or class discussion.

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

4. 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.

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

6. Plagiarism:
   6.1. 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 in the text itself and/or in footnotes/endnotes.
   6.2. Borrowing without acknowledging the source.
   6.3. Paraphrasing the thoughts of another writer without acknowledgement.
   6.4. Allowing any other person or organization to prepare work which one then submits as his/her own.
Sample Syllabus Statements:

- **Honor code**: It is expected that all students will adhere to the College of Charleston Honor Code while completing all course requirements. Plagiarism and other violations will not be tolerated. Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor. Each incident will be examined to determine the degree of deception involved, and College procedures for Honor Code violations will be followed by the professor. Students can find the complete Honor Code and all related processes in the *Student Handbook*.

- Students must adhere to the Honor Code of the College of Charleston, which forbids lying, cheating, stealing, plagiarism, and failing to report an Honor Code violation. Receiving unauthorized help or donating unauthorized help, by a student or to a student, on a paper or essay is a form of cheating. Cases of suspected academic dishonesty will be reported directly to the Dean of Students. Students can find a complete version of the Honor Code and all related processes in the *Student Handbook*.

- All students must follow the College of Charleston’s academic integrity policy, which forbids cheating, attempted cheating, and plagiarism. Any case of suspected cheating or plagiarism (on any written response for the course) will be sent to the College’s Honor Board, and any student found guilty will receive a grade of XF, indicating failure of the course due to academic dishonesty. See, for reference, the College of Charleston Honor Code and Academic Integrity, from the *Student Handbook*.