

Honor Board

Purpose

The purpose of the Honor Board is to hear cases involving the violation of the University Honor Code. These violations often include , but are not limited to, cases of cheating, plagiarism, falsification of class attendance records, “giving or receiving of unauthorized help”, and lying to faculty and staff in issues related to academic responsibilities. Honor offenses often occur in the context of the classroom, but may involve any aspects of a student’s academic life at the university. The Honor Board is in keeping with Pfeiffer University’s mission to “embrace the Christian values of human dignity and integrity” and its core value of approaching “all that we do with integrity”. Through providing an avenue to review possible violations of the university Honor Code, the Code is enforced; academic integrity is promoted and protected throughout the campus community; and the dignity and rights of each student accused are protected. Procedures of the Honor Board are posted in the Pfeiffer Student Handbook and on Campus Web. Complaints are kept on file in the Office of Academic Affairs. All procedures are mandatory.

Membership

In order to provide broad representation, the voting membership of the Honor Board shall consist of the two administrative/staff positions of the Provost/ Vice President of Academic Affairs and the Director of Academic Support Services, two faculty members, and two students. The faculty members are appointed by the Faculty Senate, and the student representatives are selected by the Director of the Honors Program from current student members of the Honors Program. The Director of Academic Support Services serves as the coordinator of the Honor Board.

Duties

1. To review and resolve issues related to the violation of the Pfeiffer University Honor Code filed by members of the faculty..
2. To review and resolve issues related to the violation of the Pfeiffer University Honor Code filed by students/staff.

Procedures

Step 1:

Any student/staff member wishing to report a violation of the Honor Code should contact the Director of Academic Support Services within 10 days of the event . The Director will instruct the student/staff member to write a letter to the Honor Board outlining the nature of the complaint.

Step 2:

If the complainant is a faculty member, the professor should also contact the Director of Academic Support Services. Upon receipt of a complaint, the Director will instruct the faculty member to contact the office of the Provost to determine if the student in question has ever been previously convicted of a violation of the University Honor Code. If there has been a previous offense, the case must proceed to the Honor Board. However, if the incident is a first offense, the Pfeiffer University Student Handbook allows the faculty member to offer to adjudicate the case if he/she so desires. If the faculty member chooses to adjudicate the case, there are several restrictions:

- (a) The faculty member and student charged must both agree to faculty adjudication.
- (b) The student and faculty must complete an Academic Dishonesty Form in which the student pleads “guilty” to the charge and accepts faculty adjudication.
- (c) The faculty member may only assign an “F” for the course in question if a student pleads guilty to academic dishonesty. If the professor does not wish to assign a grade of “F” , the case should be referred to the Honor Board.

If the behavior represents a second or higher potential violation of the Honor Code, the case must be referred to the Honor Board.

Step 3:

The Board is charged with the responsibility of conducting an initial review of the alleged violation of the Honor Code. After receiving a formal letter of complaint or signed Academic Dishonesty Form, the Director of Academic Support Services will collect all relevant materials related to the case and schedule a hearing within 14 days of the receipt of the formal request for review.

Step 4:

The primary parties in question will each be given time to present their perspectives on the alleged honor violation before the Honor Board. Secondary parties (parents, legal counsel, friends, etc.)are not allowed to participate in Honor Board Hearings on the part of the student or faculty member; however, written personal statements and other forms of physical evidence may be submitted by either party. If a faculty member bringing a charge is in the same reporting structure as either of the faculty on the Honor Board , then the member(s) of the board in the same reporting structure must withdraw from the board for the case in question and be replaced by a substitute named by the Chair of the Faculty Senate.

Step 5:

A digital record will be created for review in the event of an appeal to the Honor Appeals Board of the initial outcome of the Honor Board. In most cases unless the recording is deemed to be defective or inadequate, the appeals process will consist of a review of the recorded proceedings from the initial Honor Board hearing.

Step 6:

Following the completion of all testimony and the review of all materials, the Board coordinator will issue an outcome to the primary parties within 48 hours of the conclusion of the hearings. If additional time is necessary to resolve the case, the defendant will be notified within the 48 hour time period of the duration of additional time necessary before an outcome can be rendered.

Step 7:

All verdicts of the Honor Board are subject to review by the Honor Appeals Board. If the student or faculty member wishes to appeal the outcome of the Board, a letter should be sent to the Provost/Vice President of Academic Affairs within 48 hours of their notification of the outcome of the initial grade appeal.

5. If the student is found innocent of the charges, all physical evidence will be destroyed and no record will remain from the charge. If the student is found guilty, a record of the offense will be filed with the Vice President of Academic Affairs/Provost and relevant university parties will be notified of the outcome (i.e. the Registrar, Vice President for Student Development, etc.)

Confidentiality Policy

All materials, testimony, and outcomes discussed within the Grade Appeals Board sessions are to be held in strictest confidence by the members of the Board.

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