

**GETTYSBURG COLLEGE HONOR CODE**

ARTICLE I.  
*ACADEMIC HONESTY AND INTEGRITY AT GETTYSBURG COLLEGE*.....3

ARTICLE II.  
*PRACTICES SUPPORTING THE COLLEGE’S PRINCIPLES REGARDING  
ACADEMIC INTEGRITY*.....3-5

ARTICLE III.  
*BREACHES OF THE COLLEGE’S STANDARDS OF ACADEMIC HONESTY*.....5-7

ARTICLE IV.  
*PENALTIES*.....7

ARTICLE V.  
*HEARING BOARDS AND PROCEDURES*.....7-9

ARTICLE VI.  
*APPEAL PROCESS*.....9-10

ARTICLE VII.  
*RECORDS*.....10

ARTICLE VIII.  
*FURTHER RIGHTS OF THE ACCUSED AND ACCUSER*.....10-12

ARTICLE IX.  
*PROCESS OF AMENDMENT*.....12

## **Gettysburg College Honor Code**

In May of 1957, the Faculty approved in principle an Honor Code and accepted in fact a Constitution for the Honor Code at Gettysburg College. With these measures, the Faculty delegated to the Honor Commission responsibility for the regulation of student academic conduct. The final responsibility for the regulation of student conduct remains with the Faculty.

The current version of the Honor Code is the result of substantial revision approved by the Faculty, Honor Commission, and Student Senate in Spring 2006, and revision of sections 4.4-5 and 6.5 in Spring 2014.

### ***ARTICLE I. Academic Honesty and Integrity at Gettysburg College***

The mission of Gettysburg College, which affirms the worth and dignity of all people and the limitless value of their intellectual potential, relies on mutual trust as its foundation. Honesty and integrity are the heart of this trust and crucial to a community in which intellectual achievement, scholarship, and character can flourish.

By affirming the Gettysburg College Pledge students assume the obligation to be honest in their particular relationships with each course instructor and all members of the College community supporting their education; and students and faculty affirm their willingness to accept the responsibility for maintaining the conditions for and the fact of that honesty.

This document specifies the community's expectations regarding academic integrity and procedures for dealing with activity which disrupts academic processes by violating the pattern of honesty essential to them. In particular, the Honor Commission at Gettysburg College shall both promote academic integrity and enforce the processes of the Honor Code for addressing academic dishonesty and shall endeavor to secure the cooperation of both students and faculty to these ends.

### **The Gettysburg College Pledge**

*I affirm that I will uphold the highest principles of honesty and integrity in all my endeavors at Gettysburg College and foster an atmosphere of mutual respect within and beyond the classroom.*

## ***ARTICLE II: Practices Supporting the College's Principles regarding Academic Integrity***

The practices described below reflect the entire Gettysburg College community's responsibility to communicate and support the College's principles regarding academic honesty and integrity.

- 2.1 The summer before entering the College, new students will complete an online tutorial about the College's principles of honesty and integrity, the meaning of the Pledge, and the College's policies and practices supporting those principles as they apply in particular to academic behavior.
- 2.2 On entering the College, new students will participate in a ceremonial affirmation of the College's principles of honesty and integrity and the Pledge to uphold them. In addition, new students will discuss the College's principles of academic integrity with upper-class students and faculty during Orientation or the First-Year Experience Program.
- 2.3 Joining the Gettysburg College community means being bound by our principles of honesty and integrity, and it means actively promoting our principles, including preventing or interfering with acts of dishonesty, preferably, as they are occurring rather than afterwards. To this end, at the beginning of each course, faculty and students will renew their support for the College's principles regarding academic integrity. In particular, instructors and the students in each course will determine practices for supporting one another in promoting academic honesty, including practices specific to the assignments of each course and exam room conditions—e.g., silence, seating, placement of bags and books, phones, leaving the classroom, etc. — and practices for interrupting and reporting actions, activities, or behaviors that appear to violate our principles.
- 2.4 Guidelines for assignments must be clear and must be included on the course syllabus or assignment sheets and discussed in class as well. Nonetheless, students are responsible for finding out from the instructor what resources may be used for the work in question or to clarify any ambiguities.
- 2.5 Students have primary responsibility for the integrity of the classroom during examinations. Faculty may enter the classroom for brief periods during an examination to answer questions and share the responsibility of encouraging honesty. The Honor Code does not endorse proctoring as a desirable or common practice. Should a faculty member, as a result of exceptional circumstances, wish to be present throughout an examination, the faculty member must communicate this intent and discuss its rationale both with the students in the class and with the Honor Commission, normally, at least a week prior to the examination. Through this consultation the instructor will assist the Honor Commission in understanding and addressing the underlying conditions prompting this action.
- 2.6 The following version of the Pledge will be signed on all submitted course assignments:

*I affirm that I have upheld the highest principles of honesty and integrity in my academic work and have not witnessed a violation of the Honor Code.*

- 2.7 Under normal circumstances students are expected to write examinations in the room or rooms specified by the instructor, unless permission to work elsewhere is requested by the student(s) and granted by the instructor. Instructors are encouraged to use more than one examination room if the size of the class makes this desirable.
- 2.8 Relevant entities throughout the campus such as the Library, Admissions, and College Life, in coordination with the Honor Commission, will offer their own plans to explain or promote integrity and academic honesty in ways best suited to their missions.
- 2.9 It is also the responsibility of the faculty, through their governance system, to provide an adequate number of faculty to serve as advisors to the Honor Commission, to consult with other faculty as requested, and to assist in the orientation of new students and faculty regarding these principles and practices concerning academic integrity.
- 2.10 Anyone with a complaint involving a faculty member who does not observe the spirit of the Honor Code shall first make that complaint to the Honor Commission Chair who, with the Faculty Advisors to the Honor Commission, shall discuss the problem with the person in question. If the matter is not resolved, the complaining person and the Honor Commission Chair shall refer the matter to the Provost who shall hear the complaint and take appropriate action, if any, that the Provost, in his/her sole discretion, deems necessary.
- 2.11 It is the responsibility of the student body to replenish the membership of the Honor Commission. The Honor Commission is empowered to design a process approved by the Student Senate for maintaining its membership so as to broadly represent students from each of the four classes and in sufficient numbers to sustain the work of the Honor Commission. The Honor Commission is also empowered to elect a Chair and other officers and positions as the Commission deems necessary for carrying out its responsibilities, and to create and maintain operational policies for conducting its business fairly and in timely fashion.
- 2.12 Other particular responsibilities of the Honor Commission include: coordinating with faculty and other relevant entities in the College regarding their efforts to support the College's principles regarding academic integrity; assisting in the orientation of new students and faculty; participating in Preliminary Conferences and convening Hearing Boards as needed; maintaining records; and reporting each semester to the College community about activities in support of these principles and practices and about the outcomes of Preliminary Conferences, Hearing Boards, and Appeal Boards.
- 2.13 It is the responsibility of the Dean of Academic Advising (and designees) to support the work of the Honor Commission and facilitate the Preliminary Conference process.

### ***ARTICLE III: Breaches of the College's Standards of Academic Honesty and Integrity***

- 3.1 The practical expectations of the College's principles of academic honesty and integrity are that all assignments students submit will be the fruits of their own study and labor, that they will properly acknowledge the words and ideas and assistance of others which they incorporate into or rely on in their own work, and that they will be honest in their dealings with all members of the community involved in supporting their education. Less than honorable behaviors are a betrayal of the principles of

academic integrity, undermine the mission of the College, and harm the trusting relationship between faculty and students on which the mission depends. Accordingly, actions in breach of the principles of academic integrity will be penalized.

- 3.2 Self-Reported violations of the College's standards and those violations suspected by others should be reported to the Chair of the Honor Commission or the Dean of Academic Advising.
- 3.3 The Dean of Academic Advising (or designee) will convene promptly and facilitate a Preliminary Conference to address all self-reported violations or suspected violations of the College's standards of academic honesty. The purpose and value of a Preliminary Conference is to support expeditious investigation of complaints; to afford students who have been wrongly accused an opportunity to be vindicated; and to afford students who have acted dishonestly an opportunity to examine their behavior, learn from their mistakes, and begin the process of repairing their breach of our community's trust and academic values.
- 3.4 The Preliminary Conference will normally include the accused student, the faculty member of the course involved or administrator of the office involved, and the Chair of the Honor Commission (or designee). The accused student has the option of having another member of the Gettysburg College community present as an advisor during the Preliminary Conference. At the end of the semester or due to other contingencies, in consultation with the course instructor and Honor Commission Chair, the Dean may proceed with the Preliminary Conference process without the instructor or Honor Commission Chair being present. In cases where a student has reported a suspected violation, the student will provide a written statement to the Chair of the Honor Commission or Dean of Academic Advising.
- 3.5 Those cases in which the participants agree both to a determination about the relevant facts and to the remedy (including penalties where appropriate) will be resolved at this stage. Within 48 hours of the conclusion of the Preliminary Conference any participant may request the matter be sent to a Hearing Board by contacting the Honor Commission Chair or the Dean of Academic Advising. After 48 hours, resolutions reached in a Preliminary Conference are final.
- 3.6 If resolved at this stage, the student will write a statement to explain what happened and to formulate a plan addressing whatever deficiencies in the development or application of academic skills or in the management of other personal circumstances culminated in the act of dishonesty, and to clarify what preferable options could be pursued in the future should similar circumstances arise. The statement will be shared with the instructor or administrator of the office involved, the Dean of Academic Advising (or designee), and the Chair of the Honor Commission.
- 3.7 Penalties ranging in severity up to and including failure in the course may be assigned through the Preliminary Conference. The imposition of more severe penalties requires the determinations of a Hearing Board. The Chair of the Honor Commission (or designee) shall suggest an appropriate range of penalties for the present circumstances.
- 3.8 If one of the participants in the Preliminary Conference does not agree with the determination about the relevant facts or the remedy, or if the Faculty member, Dean (or designee), or Honor Commission Chair thinks the seriousness of the matter merits

consideration by a Hearing Board, the matter will be referred to a Hearing Board for resolution. The Dean (or designee) will provide a report to the Hearing Board about background information brought to light during the Preliminary Conference and note any matters in need of further investigation before a Hearing Board is convened.

- 3.9 If the accused student has previously violated the College's principles of academic integrity, then, after a Preliminary Conference to investigate circumstances surrounding the suspected violation, the matter will go to a Hearing Board for resolution and the assignment of a penalty.
- 3.10 These processes will be used to resolve all accusations regarding breaches of the College's principles of academic honesty and integrity, including, but not limited to, cheating, plagiarism, unauthorized collaboration, unauthorized aid, fabrication of data or documents, forgery on academic forms and documents, lying to gain academic advantage, failure to report actions which clearly indicate violations of the Honor Code, stealing or destroying library materials. Discovery of acts of dishonesty or intimidation related to a completed Preliminary Conference or Hearing but arising after these processes were completed may give rise to new applications of these processes to resolve the accusations.
- 3.11 All parties involved will maintain the confidentiality of all proceedings, matters under consideration, and individuals involved in them.

#### ***ARTICLE IV: Penalties***

- 4.1 For breaches not directly within the purview of a particular course, the possible penalties include: restitution, if appropriate, and academic suspension alert. If a student is already on academic suspension alert, the matter goes to a Hearing Board for resolution.
- 4.2 For breaches within the purview of particular courses, the possible penalties include: reduction of the assignment grade (including to 0), reduction of the course grade (including to F), suspension for 1 or 2 semesters, and expulsion. [See also 5.11]
- 4.3 Consideration of the student's sincerity and understanding of the nature of his or her breach of the College's principles of academic integrity, and consideration of the extent to which the act was planned or deliberate and damaged the overall integrity of the College community, should inform decisions about appropriate penalties.
- 4.4 (a) Hearing boards have the authority to consider and impose a penalty from the full range of penalties available. (b) Penalties ranging in severity up to and including failure in the course may be assigned through the preliminary conference.
- 4.5 (a) Penalties for first time breaches of the Honor Code occurring within the purview of a particular course typically include failure of the assignment, grade reduction, or failure of the course. (b) Penalties for second violation cases normally include suspension or expulsion.

#### ***ARTICLE V: Hearing Boards and Procedures***

- 5.1 The Chair of the Honor Commission will convene a Hearing Board to resolve all cases not resolved through the Preliminary Conference Procedure.
- 5.2 The Hearing Board shall consist of the Chairperson and six members of the Honor Commission designated by the Chairperson.
- 5.3 One or Two Faculty Advisors and one of the Deans of Academic Advising will attend all hearings conducted by the Honor Commission and sit in on all deliberations without vote.
- 5.4 The accused student is encouraged to have a current member of the Gettysburg College community present as an advisor during a Hearing.
- 5.5 A Dean of Academic Advising shall be assigned as an advisor to the accused and may or may not be used.
- 5.6 The Chair of the Hearing Board will determine whether anyone besides the regular members of a Hearing Board may attend the hearing.
- 5.7 The accused shall be considered innocent until proven guilty.
- 5.8 The accused will be found not to have violated the Honor Code unless a minimum of five out of the six hearing board members are convinced to a *clear and convincing* degree that the accused violated the Honor Code's principles of academic integrity.
- 5.9 For all violations, a determination that a violation has occurred must be made by a 5/6 majority vote of the Hearing Board. The Chair shall not vote.
- 5.10 The penalty shall be set by the Hearing Board and must be agreed to by a minimum 2/3 majority vote except in the case of expulsion when there must be a minimum 5/6 majority vote. The Chairperson shall not vote.
- 5.11 Hearing Boards can determine penalties from the full range available as they deem appropriate. Hearing Boards, like Preliminary Conferences, have as one of their goals helping students to address whatever deficiencies contributed to their breach of our principles. On a case by case basis a Board may make appropriate recommendations to students, such as going to the Writing Center, utilizing Peer Tutoring, or participating in FY orientation with the Honor Commission.
- 5.12 The Hearing Board shall have the authority to summon witnesses, to call for material evidence, and to deputize two members of the student body, of the faculty, and of the administration into service.
- 5.13 The Hearing Board shall also have the authority to solicit expert testimony in cases that the Chair believes warrant it. In most instances, this "expert" will be a professor or College official.
- 5.14 All possible witnesses to a suspected violation, including the original student accuser (if there is one), may be required to appear at the hearing of any accused person or persons. If deemed useful or important for the resolution of a case brought to a hearing, a Hearing Board may convene together during the hearing all the principals involved in the investigation and resolution of the suspected violation.
- 5.15 However, the Hearing Board will, if circumstances warrant it, accept written and/or telephone testimony in lieu of a personal appearance by any accuser, accused or witness involved in a hearing.
- 5.16 The Hearing Board may, if circumstances warrant, recall any person involved in the hearing to testify before the Board during deliberation in order that all complications and issues may be resolved before a determination is reached.

- 5.17 The Honor Commission may hold a single hearing in which there is more than one accused student, but separate decisions must be rendered for each of the accused students.
- 5.18 The Hearing Board shall have the authority to recess a hearing for a length of time of up to one week. A vote of two (as two could be the difference between a conviction and an acquittal) of the six hearing members shall be necessary for the recess. A recess may be called because of the excessive length of the hearing, to investigate in more detail a given piece of evidence, to gather new evidence, to ensure the safety of those involved in the hearing, or for any other reason which the Hearing Board deems necessary. When the recess has ended, however, the *same Hearing Board* must be convened (i.e., the same student members, the same faculty advisors, and the same administrative official or dean). When the Hearing Board recesses for more than forty-eight hours, both the accuser and the accused shall be given forty-eight hours advance notice of the hearing date. In this instance, the accused also has the right to review any new evidence against him/her a full forty-eight hours before the Hearing Board reconvenes. When the Hearing Board recesses for less than forty-eight hours, both the accuser and the accused shall be given as much advance notice as possible of the time at which the Hearing Board will reconvene. In this instance, the accused has the right to review any new evidence against him/her before the Hearing Board reconvenes, although this may not be a full forty-eight hours.
- 5.19 Immediately following the hearing, the Honor Commission Chairperson shall indicate to the accused the Honor Code's provisions for appeal and direct him/her to see a Dean of Academic Advising. The Dean shall take necessary action to implement the decision of the Honor Commission. Such action includes a note to the parents of the convicted student(s).
- 5.20 Prior to implementation, a Dean shall have the prerogative of initiating appeal procedures, if in his/her judgment, new evidence is available or there has been a misapplication of these procedures such that the accused's or accuser's rights hereunder have been jeopardized.

#### ***ARTICLE VI: Appeal Process***

- 6.1 A student found to have violated the Honor Code can appeal the outcome of a Hearing by writing a statement outlining the grounds for appealing to the Provost of the College within three class days of the Hearing.
- 6.2 Grounds for appeal are as follows: substantial new evidence, procedural violations that substantially affected the outcome of the hearing, or no reasonable evidence to support the outcome of the hearing.
- 6.3 The Provost (or designee) will determine whether or not there are grounds to convene an Appeal Board to rehear the case. The Provost's (or designee's) decision in this regard is final.
- 6.4 If the Provost (or designee) convenes an Appeal Board, the resolution of the Appeal Board is final. An Appeal Board can affirm the original Hearing Board's findings and penalty, sustain the original findings but reduce the penalty, or dismiss the charges. (An Appeal Board is not permitted to increase the severity of a penalty.)



- 6.5 The Appeal Board shall be composed of seven members appointed by the Provost: three faculty members and three Honor Commission members who did not serve as part of the original Hearing Board, and a non-voting administrator appointed by the Provost who shall act as chair. The new hearing shall otherwise be conducted under the rules for a Hearing Board described above.
- 6.6 The accused may challenge the assignment of a particular member of the Appeal Board if he/she can provide, in writing and at least 48 hours before the appeal is to be held, reasonable grounds that said member cannot be objective during the appeal. The Chair shall make the final decision with respect to the challenge.
- 6.7 Whenever possible, the Appeal Board shall call as a witness the Honor Commission Chair who presided at the original hearing.
- 6.8 A vote of a minimum of five members of the Appeal Board shall be required for a determination that the student has violated the Honor Code's principles of academic integrity. A minimum of five votes of six shall be required to establish a penalty.

#### ***ARTICLE VII: Records***

- 7.1 Records on Preliminary Conferences, Hearings, and Appeal Boards will be kept for 5 years beyond a student's graduation or withdrawal from the College.
- 7.2 The Chair of the Commission and the Dean of Academic Advising shall be responsible for the records. Access to the records shall be limited to the members of the Commission and the Deans of Academic Advising. The record of a particular hearing may be released to the student or made public, however, upon the written request of the accused directed toward and granted by the Dean of Academic Advising (or designee) and Honor Commission Chair.
- 7.3 A Dean of Academic Advising is authorized to provide information, as appropriate, to persons making legitimate requests about the character and conduct records of those found to have violated the Honor Code. Such information is not normally released outside the institution unless the individual concerned has given permission for such release. However, if the College is issued a valid subpoena or other lawful process requesting release of the records, the College will respond in accordance with the applicable law.

#### ***ARTICLE VIII: Further Rights of the Accused and Accuser***

##### ***8.1 Rights of the Accused***

- (a) The accused shall receive forty-eight hours notice of a hearing unless this notice is voluntarily waived by him/her.
- (b) The accused shall receive a written statement outlining his/her rights.
- (c) At least forty-eight hours prior to the hearing, the accused will be provided a copy of the Dean's Report on the Preliminary Conference, including a statement from his/her accuser (either directly or indirectly) which outlines in as much detail as possible the violation with which he/she is charged.
- (d) The accused will be given a written statement outlining hearing procedures.
- (e) The accused has the right to approach the Chair of the Honor Commission (along with

his/her advisor, if desired) to seek information about the hearing process.

(f) The accused shall receive a hearing scheduled at an acceptable time and place; the hearing shall be held in the absence of haste but not postponed unnecessarily.

(g) The Chair will appoint a case investigator for a hearing as needed. The accused may challenge the assignment of a particular case investigator if he/she can provide reasonable grounds that that case investigator cannot be objective in pursuing said investigation. The Chair shall make the final decision with respect to the challenge.

(h) The accused may challenge the presence of any member of the Honor Commission subject to the judgment of the Chair and prior to the beginning of the hearing.

(i) All hearing participants shall be required to sign a form indicating that they understand that the Honor Commission, in cooperation with the Student Conduct Review Board, has the ability to initiate an investigation into any actions which could be construed as harassment, threats, retaliation, or intimidation. This form shall be signed when the hearing participants are first approached by the Honor Commission.

(j) The accused may plead as he/she desires.

(k) The accused may present witnesses to the events. All witnesses shall be either employees or students at Gettysburg College unless the person (who is not an employee or student) was a direct witness to the events of the alleged violation. Evidence, other than testimony and the Dean's Report from the Preliminary Conference, from persons who were not direct witnesses to the events of the alleged violation, may be submitted to an Appeal Board or a Hearing Board, but such Boards are under no obligation to review or consider such evidence.

(l) The accused may not be tried on one offense and convicted on a second offense that arises during the hearing process without the opportunity to defend himself/herself with regard to this second alleged offense.

(m) The accused may make a final statement to the hearing board after the verdict is rendered.

(n) Except when an appeal is granted, a person shall not be subject to a second hearing for the same accusation.

(o) A student who has been found to have violated the Honor Code's principles of academic integrity and who has received a penalty of failure in the course has the right to repeat that course at Gettysburg College and to receive an entirely new grade for the course. The prior grade will, however, remain on the student's transcript in accordance with usual Gettysburg College transcript practices.

## *8.2 Rights of the Accuser*

(a) The accuser shall receive forty-eight hours' notice of any hearing unless this notice is voluntarily waived by him/her.

(b) The accuser shall receive a written statement outlining his/her rights.

(c) The accuser may seek the advice and counsel of any faculty member, staff member, or Honor Commission member in connection with a violation. An advisor shall be assigned to the accuser and may or may not be used.

(d) The accuser will be given a written statement outlining hearing procedures.

(e) The accuser may approach the Chair of the Honor Commission (along with his/her advisor, if desired) to seek information about the hearing process.

- (f) If the accuser was not present at the Preliminary Conference, the accuser may request, through the Chair or Dean of Academic Advising, a written statement which outlines the accused's response to the accuser's charge.
- (g) The accuser shall receive a hearing scheduled at an acceptable time and place; the hearing shall be held in the absence of haste but not postponed unnecessarily.
- (h) The accuser may present witnesses to the events.
- (i) The accuser may make a final statement to the hearing board.
- (j) The accuser may report any threats, harassment, retaliation, or intimidation to the Chair of the Honor Commission or the Dean of Academic Advising. If such reports are deemed valid, the Student Conduct Review Board may be asked to hear the case.

### ***ARTICLE IX: Process of Amendment***

Amendments of this Code may originate in the Faculty, the Honor Commission, or the Student Senate. Any amendments must be approved by all three bodies: Faculty, Honor Commission, and Student Senate.

*JCC 5/2014*

## **Gettysburg College Honor Code: Summary of Students' Responsibilities**

### **I. General Responsibilities:**

Students are required to comprehend the Honor Code and abide by the principles of academic honesty it promotes. Students are also responsible to replenish the membership of the Honor Commission.

### **II. Discussions about the Honor Code with faculty in your courses:** The revised Honor Code places much emphasis on these discussions and is explicit about matters to be discussed.

**A.** At the beginning of each course, students and faculty should renew their support for upholding the College's principles regarding academic integrity.

**B.** Students and their instructors determine together classroom practices to be observed for supporting one another in promoting academic honesty, including practices specific to assignments, exam room conditions (e.g., maintaining silence, seating, placement of bags and books, leaving the classroom, the disposition of phones or other electronic devices, etc.), and practices both for interrupting while they are occurring or reporting afterwards actions, activities, or behaviors which appear to violate our principles of academic honesty. (See 2.3)

**C.** Students are expected to write examinations in the room or rooms specified by the instructor. If a student has a particular need to take a test in a location other than the normally assigned location, the student must request

and receive permission from the instructor. Failure to do so will result in a sanction to be determined by the instructor.

**D.** Although faculty must give clear instructions to students about assignments, students are responsible for clarifying with the instructor any ambiguities they perceive in these instructions or other questions they have about assignments.

**III. Faculty presence during exams:** Students have primary responsibility for the integrity of the classroom during exams. Thus the Honor Code sets rules regarding faculty presence during exams. In general, faculty may visit the classroom periodically throughout the exam but are not to proctor or stay for the entire exam. If faculty members wish to be present during an exam, they must communicate and discuss their intent and rationale with the students and the Honor Commission.

**IV. Honor Code Pledges:** the Honor Code contains *two* pledges.

**A.** The first pledge is affirmed during opening Convocation as a part of our new students' acceptance into the College Community and may be reaffirmed in individual classes as part of the class discussions on upholding the Honor Code. This pledge refers to a broad responsibility for honesty and integrity and is not limited to academic matters: *I affirm that I will uphold the highest principles of honesty and integrity in all my endeavors at Gettysburg College and foster an atmosphere of mutual respect within and beyond the classroom.*

**B.** There is another pledge students are to sign on all submitted course assignments: *I affirm that I have upheld the highest principles of honesty and integrity in my academic work and have not witnessed a violation of the Honor Code.* All students are bound by the Honor Code whether or not they sign this pledge on their assignments; however, it is good practice for students to sign the Honor Code on assignments as a reminder that they are upholding the practices and principles of the Honor Code.

**V. Reporting your own violation or suspected violations of the Honor Code:**

**A.** A student who has violated the Honor Code or suspects another of violating the Honor Code should report the matter to the Chair of the Honor Commission or the Dean of Academic Advising. If the student feels more comfortable, he or she may report the matter to the instructor of the course or another faculty member who will then contact the Chair of the Honor Commission or the Dean of Academic Advising. The Dean of Academic Advising (or designee) will convene promptly and facilitate a Preliminary Conference. Hearing Boards will adjudicate those cases not resolved through this process.

**B.** The Honor Code applies to all accusations regarding breaches of the College's principles of academic honesty and integrity, including, but not limited to, cheating, plagiarism, unauthorized collaboration, unauthorized aid, fabrication of data or documents, forgery on academic forms and documents, lying to gain academic advantage, failure to report actions which clearly indicate violations of the Honor Code, stealing or destroying library materials. (See section 3.10).

**C.** It is natural for students to want to discuss with others accusations of Honor Code violations. However, confidentiality is guaranteed throughout the whole process and students should not reveal the name of any violators or potential violators with others.

May 2014

*If you have any questions concerning  
the Honor Code, please contact the  
Office of Academic Advising (717) 337-6579  
or look at The Honor Code website  
<http://www.gettysburg.edu/honorcode>*