

## **Honor Code: Summary of Faculty Responsibilities**

### **I. General Responsibilities**

Faculty are responsible for providing an adequate number of advisors to the Honor Commission, consulting with members of the faculty as requested by the Honor Commission and assisting in the orientation of new students and faculty to the principles and practices of the Honor Code.

### **II. Discussions about the Honor Code with students 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, faculty and students should renew their support for upholding the College's principles regarding academic integrity. (For example, by discussing the relationship between the College's mission, trust, and honesty, and reaffirming the pledge students make on entering the College. See below on pledges.)

**B.** Faculty and students should 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) (One object of these discussions is to create ways for students to share responsibility openly and move beyond their reluctance to act on their own in the face of behavior that appears to violate the Honor Code. A violation of these practices alone is not considered a direct violation of the Honor Code and should be addressed appropriately by faculty.)

**C.** Students are expected to write examinations in the room or rooms specified by the instructor. Instructors are encouraged to use more than one classroom if the size of the class makes this desirable. Faculty should inform students that they must take tests in the locations assigned unless they request and are granted permission to go elsewhere. (If a student violates this expectation without permission, the faculty member can impose appropriate sanctions. You could, e.g., require the student to re-take the test.)

**D.** Faculty must give clear instructions for assignments and include them in writing on the course syllabi or separate assignment sheets and discuss these guidelines in class. (Since collaborative work tends to give rise to numerous ambiguities, it is especially important to be explicit about such assignments. Examples are always a good idea.)

### **III. Faculty presence during exams:** The revised Honor Code sets new 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. However, there is a new procedure for those cases in which faculty have reason to be present throughout an exam. (See section 2.5 for more information.) This special procedure is not meant for the ordinary exceptions to the general rules, viz., the situation where the oral presentation of a question and an immediate response, oral or written, is an essential part of what is being tested (e.g., testing listening skills in the foreign languages) or where the test or quiz requires the presence of the professor to administer it (e.g., a music listening test where the professor plays excerpts of musical works).

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

**A.** The first pledge will be 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. For some students, the practice of signing this pledge on their assignments is helpful in their endeavors to uphold the principles and practices of the Honor Code and to this end the Code enjoins them to sign it. Faculty are NOT required or expected to enforce the students' placement of this pledge on assignments or their signing it. If faculty wish, they may facilitate the students' use of the pledge by providing the pledge on or with assignments or exam pages the students will be returning when completed; otherwise, students themselves add the pledge.

**V. If There Is a Suspected Violation**

**A.** Suspected violations should be reported to the Chair of the Honor Commission or the Dean of Academic Advising and Student Support Services. Please email information to [honorcode@gettysburg.edu](mailto:honorcode@gettysburg.edu). (Under the revised Honor Code there is no 24-hour waiting period.) The Dean of Academic Advising and Student Support Services (or designee) will convene promptly and facilitate a Preliminary Conference. This is a process for investigating all complaints and resolving (with appropriate penalties if violations are established) those complaints that meet the guidelines for this process. Hearing Boards will adjudicate those cases not resolved through this process. Please see sections 3.3ff for more information about this process.

**B.** The revised 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.** A faculty member should not assign any penalty to work suspected of a violation. Only the Preliminary Conference or a Hearing Board of the Honor Commission determines whether a violation has occurred and assigns a penalty.

**D.** It is natural for faculty to want to discuss with colleagues possible Honor Code violations. However, students' confidentiality is guaranteed through the Honor Code process, and faculty should NOT reveal the name(s) of potential violator(s) to colleagues.

See the Honor Code Tab on the Office of Academic Advising and Student Support Services webpage for additional information:

Adjudication Guidelines for Faculty: I have a case to report-now what?

Full text of the Honor Code

Reports and Data  
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