

## 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. Before joining the Gettysburg College community, students are required to complete an online tutorial about principles and practices regarding academic honesty and integrity. Students are also responsible to restaff 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 a Chair of the Honor Commission or the Dean of the Office of Academic Advising and Student Support Services. This information should be emailed to [honorcode@gettysburg.edu](mailto:honorcode@gettysburg.edu). If the student feels more comfortable, the student 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 and Student Support Services at [honorcode@gettysburg.edu](mailto:honorcode@gettysburg.edu). The Dean of Academic Advising and Student Support Services (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 accusations of Honor Code violations with others. However, confidentiality is guaranteed throughout the whole process and students should not reveal the name of any violators or potential violators with others.