

<b>ADMINISTRATIVE DIVISION</b> STAF Student Affairs and Academic Support		<b>POLICY NUMBER</b> STAF 6.25
<b>POLICY TITLE</b> Academic Responsibility – The Honor Code		
<b>SCOPE OF POLICY</b> USC Columbia	<b>DATE OF REVISION</b> November 16, 2018	
<b>RESPONSIBLE OFFICER</b> Vice President for Student Affairs	<b>ADMINISTRATIVE OFFICE</b> Office of Student Conduct and Academic Integrity	

**PURPOSE**

To promote honesty and integrity in all academic work, the university must receive, investigate and adjudicate all alleged violations of the Honor Code

**DEFINITIONS**

**Academic sanction:** consequence determined by the instructor of record following case resolution by the Office of Academic Integrity

**Advisor:** any person chosen by the charged student to assist the student throughout the honor code process. The advisor cannot be involved in the incident. The advisor may not participate directly in the hearing process or speak for the student.

**Hearing:** meeting between either a conduct administrator or the Carolina Judicial Council and a student to discuss the alleged Honor Code violation.

**Honor code violation:** an act of cheating, complicity, falsification, or plagiarism, as described below.

**Non-academic sanction:** consequence determined by the Office of Academic Integrity in conjunction with the college liaison.

**Student:** a person who is admitted, enrolled or registered at the University of South Carolina Columbia for any academic period.

**POLICY STATEMENT**

The Honor Code is a set of principles established by the University to promote honesty and integrity in all aspects of the campus culture. It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty in connection with any academic program. A student who violates, or assists another in violating the Honor Code, will be subject to University sanctions.

The Honor Code delineates the values set forth in the tenets of the Carolinian Creed ([www.sc.edu/creed](http://www.sc.edu/creed)).

**When a student is uncertain as to whether conduct would violate this Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record.**

The university may take action for a violation of the Honor Code when the offense occurs within any academic program at the University of South Carolina - Columbia.

Honor code violations include any of the actions described below:

**A. Plagiarism:** Use of work or ideas without proper acknowledgment of source. Prohibited behaviors include:

1. Partial or incomplete citation of work or ideas.
2. Improperly paraphrasing by acknowledging the source but failing to present the material in one's own words.
3. Paraphrasing without acknowledgment of the source.
4. Multiple submissions of the same or substantially the same academic work for academic credit.
5. Copying, partially or entirely, any material without acknowledgement of the source.

**B. Cheating:** Improper collaboration or unauthorized assistance in connection with any academic work. Prohibited behaviors include:

1. Requesting unauthorized assistance
2. Copying another individual's or group's academic work.
3. Receiving and utilizing academic work for purposes of fulfilling an academic requirement.
4. Completing any academic work for someone else or permitting someone else to complete academic work on your behalf.
5. Using any bribe, coercion or unauthorized aid (e.g., outside source, cell phone, calculator, notes, previous testing materials) for an unfair academic advantage.
6. Using, possessing or distributing the contents of any examination (e.g., unauthorized access to test/quiz information, unauthorized duplication of test/quiz materials) without authorization.
7. Taking, misplacing, or damaging property if the student knows or reasonably should know that an unfair academic advantage would be gained.

**C. Falsification:** Misrepresenting or misleading others with respect to academic work or misrepresenting facts for an academic advantage. Prohibited behaviors include:

1. Signing in for another student who is not in attendance, or requesting this action.
2. Interfering with an instructor's ability to evaluate accurately a student's competency or performance on any academic work.
3. Fabrication of documents submitted in connection with academic work.

**D. Complicity:** Assisting or attempting to assist another in any violation of the Honor Code. Prohibited behaviors include:

1. Sharing academic work with another student (either in person or electronically) without the permission of the instructor.
2. Communicating (either in person or electronically) with another student(s) or other individual(s) during an examination without the permission of the instructor.

## **PROCEDURES**

**A.** All allegations must be referred to the Office of Academic Integrity for investigation. The instructor should notify students that they are being referred to the Office of Academic Integrity.

**B.** Non-academic sanctions are determined by the Office of Academic Integrity in conjunction with the college liaison.

**C.** Academic sanctions are determined at the discretion of the instructor of record and occur following the case resolution by the Office of Academic Integrity.

**D.** The Law School and School of Medicine may adopt additional procedures and policies in addition to those set forth in this code. Records will be reported to the Office of Academic Integrity.

**E.** The following protections are provided for accused students throughout the Honor Code process:

1. Students may have an advisor present during a hearing. An advisor is a person chosen by the charged student if that person is not involved in the incident. The advisor may not participate directly in the hearing process or speak for the student. The advisor may:
  - a. advise the student regarding preparation for the hearing;
  - b. accompany the student to all proceedings; and

- c. have access, via the student, to evidence to be introduced at the hearing.
2. Initial meeting/hearing with the Office of Academic Integrity:
  - a. Students will receive notification of a meeting date and time via their university e-mail.
  - b. Student can request a redacted Incident Report for review before meeting with a conduct administrator.
  - c. The student has the opportunity to explain the situation from their perspective and present information including relevant documentation and/or witness who were present during the incident.
  - d. The student has the opportunity to accept the resolution that the conduct administrator determines or, if the student disagrees, they can request a hearing with the Carolina Judicial Council.
3. Carolina Judicial Council hearings:
  - a. Students will receive notification in writing of the date, time, place and charges against them at least three University business days prior to the hearing.
  - b. If the student elects not to appear at the hearing, a final decision will be made regarding the findings and sanctions.
  - c. The student is provided all documents introduced at the hearing. A list of witnesses and any other supplemental information the student wants to present at the hearing must be submitted to the Office of Academic Integrity two business days prior to the hearing. If it is not submitted by the deadline, the Hearing Chair can make a determination on whether or not the information can be presented the day of the hearing.
  - d. The student has the opportunity to explain the situation from their perspective and present information including relevant documentation and/or witness who were present during the incident.
  - e. The student does not have to answer questions or make a statement. However, the hearing authority may draw inferences from this refusal.
  - f. The student has the opportunity to ask questions of witnesses. The Carolina Judicial Council may rule on the relevance of these questions.
  - g. The student can appeal the decision of the Carolina Judicial Council hearing. Contesting the outcome is not a reason that an appeal can be filed. More information about the appeal process is available at [https://www.sc.edu/about/offices\\_and\\_divisions/student\\_conduct\\_and\\_academic\\_integrit](https://www.sc.edu/about/offices_and_divisions/student_conduct_and_academic_integrit)

[y/index.php](#).

## F. Findings

Violations of the Honor Code will be determined utilizing the “preponderance of the evidence” standard. This evidentiary standard means that it is more likely than not that a violation occurred. The outcome of a hearing will be one of the following:

1. **Not Responsible:** Insufficient information exists to warrant a responsible finding. If a finding of “Not Responsible” is determined, an academic penalty may be subject to the University Policy [STAF 6.30 Grievance Policy](#).
2. **For Information Only (FIO):** An FIO finding indicates that the record of the alleged offense is for internal USC Office of Academic Integrity records only. This finding is not an option if a case is heard by the Carolina Judicial Council.
3. **Responsible:** Based on the preponderance of the evidence standard, a violation of the Honor Code occurred.

## G. University Sanctions

One or more of the following sanctions may be utilized to provide educational interventions and hold the student accountable. The severity of the sanctions will align with community standards and increase with subsequent violations of the Honor Code.

1. **Educational Sanctions:** Educational sanctions can include:
  - a. A workshop reviewing ethical decision-making, integrity and the Honor Code;
  - b. A research project or essay;
  - c. Consultations with the Writing Center or Student Success Center; or
  - d. Additional sanctions may be imposed by the Office of Academic Integrity or the Carolina Judicial Council.
2. **Probation:** A period of review and observation during which a student is under official notice that subsequent violations of the Honor Code are likely to result in more severe sanctions, including suspension or expulsion from the University.
3. **Transcript Notation:** A transcript notation indicates that an Honor Code violation has occurred in a specific course.
  - a. The transcript notation will be given in the most serious breaches of academic dishonesty. These more serious breaches involve premeditation, conspiracy and/or intent to deceive, and deliberate failure to comply with assignment(s) directions.

- b. Students have the opportunity to petition for the removal of the transcript notation. Procedures detailing the process of petitioning this sanction are listed at [https://www.sc.edu/about/offices\\_and\\_divisions/student\\_conduct\\_and\\_academic\\_integrity/index.php](https://www.sc.edu/about/offices_and_divisions/student_conduct_and_academic_integrity/index.php).
- 4. **Suspension:** Suspension results in denial of enrollment, attendance, and other privileges at the University for no less than one semester. Permission to apply for readmission upon termination of the period may be granted with or without conditions/restrictions.
- 5. **Expulsion:** Expulsion results in permanent dismissal from the University.

**H. Retention of Honor Code Records**

Records for students will be reported by the Office of Academic Integrity for six years from the last day of the academic year of the offense.

Records of suspension and expulsion are always retained and reported.

**I. Retaliation**

It is a violation of [STAF 6.26 \(Student Code of Conduct\)](#) to harass or threaten any person involved in the investigation or resolution of the case.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[STAF 6.26 Student Code of Conduct](#)

[STAF 6.30 Grievance Policy—Academic](#)

[Academic Bulletin – Undergraduate Academic Regulations – Course Forgiveness Policy](#)

**HISTORY OF REVISION**

DATE OF REVISION	REASON FOR REVISION
August 1, 2017	This policy has been updated to be more concise, specific, and accessible to students, faculty and, administrators. Procedures that require greater flexibility have been revised or removed from the policy to allow for fair and efficient application of the Honor Code.
November 16, 2018	This policy has been updated to fit the new formatting and to add clarifying language to the cheating definition that had been approved in previous versions of the policy.