

## COLLEGE OF CHARLESTON HONOR CODE

### Reporting violations and the XXF Sanction– Instructor Guide

Instructors, with any necessary assistance from the Office of the Dean of Students (843-953-5522), will assess whether the behavior of the student falls into one of three classes and then follow the affiliated procedures:

**Class 1** – act involves significant premeditation; conspiracy and/or intent to deceive, e.g., purchasing a research paper.

Instructor goes to the online reporting form to fill out a report electronically (form will be automatically routed to the Office of the Dean of Students):

[Online Reporting Form](#)

It is good practice for the instructor to alert the student in writing that an academic dishonesty allegation has been forwarded to the Dean of Students. Do not negotiate with the student about your decision.

Dean of Students will alert instructor via e-mail about the status of the case.

**Penalties for Class 1 offenses:** XXF and either suspension or expulsion assigned if student found responsible for this class of offense by Honor Board or other decisional authority.

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**Class 2** – act involves deliberate failure to comply with assignment directions, some conspiracy and/or intent to deceive, e.g., camouflaged use of the Internet when prohibited, fabricated endnotes or data, copying several answers from another student's test.

Instructor goes to the online reporting form to fill out a report electronically (form will be automatically routed to the Office of the Dean of Students):

[Online Reporting Form](#)

It is good practice for the instructor to alert the student in writing that an academic dishonesty allegation has been forwarded to the Dean of Students. Do not negotiate with the student about your decision.

Dean of Students will alert instructor via e-mail about the status of the case.

**Penalties for Class 2 offenses:** XXF and other educational interventions assigned if student found responsible for this class of offense by Honor Board or other decisional authority.

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**Class 3** – act mostly due to ignorance, misunderstanding, confusion and/or poor communication between instructor and class, e.g., unintentional violation of the class rules on collaboration.

Class 3 reports require the signature of both instructor and student. Print and fill out this form with the student, having the student sign the completed form. The instructor sets the penalties. The form and all related materials are delivered to the Office of the Dean of Students (3<sup>rd</sup> Floor, Stern):

<http://studentaffairs.cofc.edu/honor-system/pdf/class3-violation-report-form.pdf>

**Penalties for Class 3 offenses:** Zero on the assignment/test, resubmission of assignment, etc.

## Examples of violations for Classes 1-3

The lists below are not meant to be comprehensive but illustrative of the types of acts that generally will be before the Honor Board and faculty members.

### Examples of Class 1 violations:

- o taking a test for someone else or permitting someone else to take a test or course in one's place,
- o intentional plagiarizing, where the entire work was written or created by another,
- o obtaining, stealing, or buying all or a significant part of an unadministered exam,
- o selling or giving away all or a significant part of an unadministered test,
- o bribing or attempting to bribe any other person to obtain an unadministered test or any information about the test,
- o buying, or otherwise acquiring, another's course paper and resubmitting it as one's own work, whether altered or not
- o entering a building, office, or computer for the purpose of manipulating a grade on a test , or on other work for which a grade is given,
- o changing, altering, or being an accessory to changing and/or altering a grade in a grade repository, on a test, on a "Change of Grade" form, or other official academic college record which relates to grades,
- o entering a building, office, or computer for the purpose of obtaining an unadministered test, and,
- o any second violation, no matter the class of the first violation.

### Examples of Class 2 violations:

- o cheating on an exam which involves some premeditation,
- o copying from another's test or allowing another student to copy from your test, where some plans were made for such collaboration,
- o intentional plagiarizing, where a moderate portion of the submitted work was written or created by another,
- o unauthorized reuse of previously graded work,
- o intentionally failing to cite information from the correct source,
- o intentionally listing sources in a bibliography/work cited page that were not used in the paper,
- o copying, or allowing one to copy, homework assignments that are to be submitted for credit, when unauthorized,
- o unauthorized collaboration on an assignment, and
- o unauthorized and intentional use or possession of a study aid.

### Examples of Class 3 violations:

- o record of same offense made on other similar assignments and no feedback provided by the instructor prior to allegation,
- o reusing and/or building upon coursework already submitted for another class without permission of the instructor,
- o unintentionally failing to cite information from the correct source,
- o unintentional violation of the class rules on collaboration, and
- o unintentional possession of a study aid.

The complete XXF policy can be found in Appendix A of the [Student Handbook](#).