

- messaging, reading newspapers, completing puzzles, etc.)
- Audio or video recording of classroom activities or the use of electronic devices without the permission of the instructor;
- Refusal to comply with reasonable instructor directions;
- Employing insulting language or gestures; and
- Verbal, psychological or physical threats, harassment, and physical violence.

## **STUDENT ACADEMIC HONESTY CODE**

### **I. Definition**

This act shall be known as the Student Academic Honesty Code. The Student Academic Honesty Code applies to all students taking Auburn University at Montgomery classes. By applying for admission, all students agree to conform to this code. The following regulations are designed to support the interests of Auburn University at Montgomery and its students and faculty, in maintaining the honesty and integrity essential to and inherent in an academic institution.

### **II. Violations**

Violations of the Student Academic Honesty Code are:

- A. The possession, receipt, transmission, or use of any material or assistance not authorized in the preparation of any academic exercises to be submitted for credit as a part of a course or to be submitted in fulfillment of a university requirement.
- B. The possession, receipt, transmission, or use of unauthorized material while an exam or quiz is in progress.
- C. Knowingly giving unauthorized assistance to another person during an examination or other academic exercise or credit activity.
- D. Selling, giving, lending or otherwise furnishing to any other person any unauthorized material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor.
- E. Submitting themes, essays, term papers, design projects, theses, and dissertations, similar requirements, or parts thereof, that is not the work of the student submitting them. In the case of a graduate thesis or dissertation, submission is defined as the time at which the first complete draft of such is submitted to the major professor for review. Plagiarism is a violation of this code. When the ideas of another are incorporated into an academic exercise, they must be appropriately acknowledged. In starkest terms, plagiarism is stealing: using the words or ideas of another as if they were one's own. For example, if another person's complete sentence, syntax, key words or the specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition (e.g., through the use of footnotes).
- F. Altering or attempting to alter an Auburn University at Montgomery record.
- G. Committing an act that an instructor has delineated in advance and in writing that he or she considers a violation of the code. For example, the instructor may consider dishonest or unethical the submission of papers

substantially the same in content for credit in more than one course, unless specific permission has been given in advance. Actions so delineated must be reasonable and in the spirit of the Student Academic Honesty Code.

- H. Altering or misusing a document (e.g., university forms, physician's excuse) for academic purposes.
- I. Knowingly submitting a paper, report, examination or any class assignment that has been altered or corrected, in part or in whole, for re-evaluation or re-grading without the consent of the instructor.
- J. Serving as or enlisting the assistance of another as a substitute in the taking of examinations.

### **III. Sanctions**

The following sanctions may be imposed for violation of the Student Academic Honesty Code:

- A. The instructor of a course in which a violation of the Student Academic Honesty Code occurs may assign the student(s) committing the violation a grade of F in the course. A copy of the student notification of this action shall be delivered to the dean of the school in which the class is taught and to the chair of the Academic Honesty Committee;
- B. The instructor of a course in which a violation of the Student Academic Honesty Code occurs may assign a zero grade on the examination, project, paper, etc. with written notification to the dean of the school in which the class is taught;
- C. Suspension from Auburn University at Montgomery for a stated period of time during which the student will not be allowed to take any courses at Auburn University at Montgomery either in residence or by any distance learning format. Auburn University at Montgomery will not accept any credit for work earned at another institution during suspension. If the student has previously been subjected to sanctions for violations of the Student Academic Honesty Code, the minimum sanction will be suspension.
- D. Expulsion from Auburn University at Montgomery for a stated period of time during which the student will not be allowed to take any courses at Auburn University at Montgomery either in residence or by any distance learning format. Auburn University at Montgomery will not accept any credit for work earned at another institution during expulsion. Following the period of expulsion, the student may petition the chair of the Academic Honesty Committee for committee consideration of readmission. Disciplinary expulsion, because of its extreme nature, shall be noted on the student's educational record.

### **IV. Academic Honesty Committee**

The Academic Honesty Committee was created to respond to academic violations and is comprised of the following:

1. The Associate Provost or his or her designee, as the chair;
2. Two faculty members appointed by the Rules Committee of the Faculty Council and confirmed by the Faculty Senate;
3. The student members are appointed by the Vice Chancellor for Student

Affairs. To be eligible to serve, students may not be on academic probation or under any university sanction.

## **V. Administrative Responsibilities**

The administration shall have the following responsibilities:

- A. The Office of the Provost shall be responsible for the administration of the Student Academic Honesty Code, including the preparation of materials for hearings and the maintenance of confidential files regarding violations of the Student Academic Honesty Code;
- B. The provost will be responsible for making decisions based on recommendations from the Academic Honesty Committee;
- C. Appeal of the decision of the Provost may be made directly to the Chancellor of Auburn University at Montgomery or his or her designee only on procedural error, missing information that was unavailable at the time of the hearing, or an unjust decision.

## **VI. Rights of the Accused Student**

A student accused of a violation of the Student Academic Honesty Code has the following rights:

- A. To be informed, in writing, of the charge of academic dishonesty made against him or her and of any sanctions recommended by the charging party;
- B. To be informed, in writing, of the right of hearing the charge before the Academic Honesty Committee, the procedures involved, and the names of any known witnesses;
- C. If a student desires a hearing, his or her written request must be delivered to the Office of the Provost within five school days (defined as Monday through Friday except for university-recognized holidays) after receipt of the notification of the charge and the right to a hearing. Otherwise, the right of the student to be heard will be waived.
- D. To receive written notice of the time and place of a hearing regarding the charges in advance of the hearing, if a hearing is requested by the student;
- E. To present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the hearing, if a hearing is requested and to examine the evidence submitted by the charging party during the hearing;
- F. To continue in the course without prejudice until completion of the process described herein, including any appeal to the Chancellor of Auburn University at Montgomery;
- G. The right to appeal the decision of the provost to the chancellor of Auburn University at Montgomery.

## **VII. Rights And Responsibilities of the Faculty, Staff and Students**

Faculty, staff, and students have the following rights and responsibilities:

- A. Faculty members have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly.
- B. Faculty, staff, and students have the responsibility to help enforce the

Student Academic Honesty Code by reporting suspected violations to the class instructor or to the chair of the Academic Honesty Committee, including the name of the alleged violator.

- C. The class instructor has the right to be informed of the Academic Honesty Committee procedures and to be present throughout the presentation of witnesses and evidence at any committee hearing requested by the accused student.
- D. The class instructor has the right to appeal the decision of the Office of Provost to the Chancellor of Auburn University at Montgomery.

### **VIII. Procedure**

A. The procedure for filing charges is listed as follows:

- 1. When an instructor determines that a student enrolled in one of his or her classes has committed a violation of the Student Academic Honesty Code in association with that class the instructor shall within 10 working days give written notification to the student stating the alleged violation and advising the student that he or she is conditionally being assigned a grade of IP for the course. This notification shall also acknowledge the student's right to an appeal hearing of the charge as described in Section VI.(C) of the Student Academic Honesty Code. A copy of this notification shall be delivered to the dean of the school in which the class is taught and to the chair of the Academic Honesty Committee;
- 2. If the violation of the Student Academic Honesty Code is an alleged repeated violation, the Academic Honesty Committee will review the alleged violation.
  - i. The Student Academic Honesty Code will be reviewed by the Academic Honesty Committee and determination will be made whether the student should be classified as a repeat offender.
  - ii. Repeat offenders shall be brought before the committee.
  - iii. A student's status as a repeat offender cannot be used as a factor when determining the guilt or innocence of the student. However, the repeat offender status can be used as a factor when determining the recommended sanction once the charged party has been found guilty of the charges.
  - iv. The minimum sanction for all repeat offenders is suspension. The committee will recommend a period of time for the suspension to the Provost.

B. The procedure for processing charges is listed as follows:

- 1. If the instructor assigns a grade of F for the course, a confidential file of violation and any disciplinary action taken will be maintained in the Office of the Provost.
- 2. The student may either accept the action of the instructor or appeal the decision of the instructor to the chair of the Academic Honesty Committee. Any request for an appeal hearing shall be filed in writing with the Associate Provost within five working days following receipt of notification of the

alleged violation. The Associate Provost will forward the student's written request for appeal hearing to the chair of the Academic Honesty Committee, who will schedule a hearing for the student before this committee. Once the student is charged with academic dishonesty he/she will not be able to drop the course. The student should continue in the class without prejudice while the academic honesty matter is pending. The committee will submit its findings and recommendations to the Provost. The Provost will determine the final action and give written notification of this action to the student, the instructor and the dean.

3. If an appeal hearing is requested by the accused student, a date shall be set for the hearing and the parties shall be notified by the committee of the time, date and place no less than 10 working days between the date and the notification and the date of the hearing, unless there is mutual agreement between the student and the committee to schedule the hearing at an earlier date;
  4. If the student, after requesting a hearing and receiving written notification of the hearing date, fails to attend the hearing without good cause as determined by the committee, or if the student has made it impossible to deliver the notification of hearing despite diligent efforts, the committee's recommendation shall be based on the evidence available.
  5. The committee shall hear the case with reasonable promptness. If the student is found guilty, sanctions shall be imposed even if the student drops or withdraws from the course. If the committee deems that suspension is warranted, the suspension will begin the semester immediately following the semester in which the sanction was determined, unless the committee recommends otherwise and the provost concurs.
  6. In the case of a student who has or soon will have completed all graduation requirements, graduation will be delayed until any period of suspension has passed.
  7. Expulsion shall become effective on the date of the student's notification of the final action.
  8. If the student does not request an appeal hearing and the violation is not a repeat offense, the action taken by the instructor shall be the final disposition of the case.
- C. The procedure for the hearing is listed as follows:
1. The purpose of the hearing will be to gather facts about the incident in question so the committee can determine whether a violation of the code has occurred and, if so, what sanctions are appropriate. The burden of proof rests with the charging party and shall be satisfied by a preponderance of the evidence in the record considered as a whole.
  2. The Academic Honesty Committee may decline to hear a case if the material appears to be repetitive, immaterial, or otherwise not probative.
  3. A quorum for committee proceedings shall consist of five members. A vote of three of the five members shall be required to find guilt and to recommend sanctions.

4. If the charging party or the charged student fails to attend the hearing without notifying the committee of extenuating circumstances, the committee will make its recommendation based upon the evidence available.
  5. The charged student has the right to hear all charges brought against him or her. Both the charging party and the charged student shall have the right to present his or her case, to present evidence and witnesses, and to question witnesses presented by the adverse party. Each party shall arrange for the attendance of their own witnesses. The committee may also question witnesses.
  6. The committee may request the appearance of additional witnesses if the committee believes that such witnesses could present relevant information. A witness who feels a need to be excused should, in advance of the hearing, confer with the Office of the Provost whose decision shall be communicated to the parties and the committee.
  7. A student's prior record of academic dishonesty cannot be used as a factor when determining the guilt or innocence of the student. However, the prior record can be used as a factor when determining the recommended sanction once the charged party has been found guilty of the charges.
  8. The hearing shall be recorded by audio, audio/visual or court reporter. However, the committee deliberations shall not be recorded; the committee shall conduct its deliberation in a closed and confidential session and shall submit findings and recommendations to the provost. Outside recording devices will not be allowed.
- D. The procedure for any action taken against the student is as follows:
1. The Provost shall receive and consider the written report of the committee and shall determine the action to be taken.
  2. If, after the committee hearing, additional evidence not presented in the hearing which could affect the decision of the provost comes to his or her attention, the provost shall return the case to the Academic Honesty Committee for consideration of additional evidence.
  3. The Provost or his or her designee shall notify the charged student in writing of findings and sanctions to be imposed. Copies shall be sent to the instructor in charge of the course in which the alleged violation occurred, the dean and department head of the instructor. The registrar shall be notified in writing by the Office of the Provost when suspension or expulsion is assigned. No action shall be taken by any of the parties above for five (5) school days after notification of the decision by the provost or the completion of any appeal to the chancellor of Auburn University at Montgomery, whichever is later;
  4. A student returning after completion of a suspension shall follow the same procedure for registration as any other returning student.

### **VIII. Final Appeal**

A student may appeal the decision of the Academic Honesty Committee to the Provost. A written statement of the grounds for the appeal must be submitted to the Provost within seven working days of written notification of the committee's decision. Appeals shall be restricted to the body of evidence already presented, and the grounds for appeal shall be limited to failure to follow appropriate procedures

in the committee hearing or decisions/recommendations not supported by any reasonable evidence. Upon receipt of a written appeal, the Provost or his or her designee shall evaluate the evidence and make a determination. The decision shall be binding on all parties and shall be conveyed to all involved within 20 working days.

Records of proceedings of Academic Honesty cases shall be considered confidential and shall be filed in the Office of the Provost. Access to these records shall be limited as indicated by applicable law and Auburn University at Montgomery policy concerning student records.

## **IX. Administrative Holds**

A student may be denied the opportunity to pre-register, register, use university facilities, or be issued a transcript, statement, credits or diploma if the student has been identified as having significant academic issues by the Office of the Provost, is in default or is identified as being in default on any payment, has not submitted required documents, has not met Committee on Discipline sanctions, or is otherwise in default by virtue of fees or property owed to the university or any of its schools or divisions. Administrative holds may be placed on a student by units such as Provost, Bookstore, Cashier, Admissions Processing, Registrar, Financial Aid, Housing, Library, Student Affairs, or Campus Police.

## **Guide for Faculty Members To Report Cases Of Student Academic Dishonesty**

If the faculty member believes there may have been cheating the faculty member / instructor should report to the Associate Provost. Once there has been evidence of cheating, the faculty member or instructor should report it to the Academic Honesty Committee. This is the only way sanctions can be consistent and the only way multiple offenders can be caught. Here are the steps to take:

1. Try to meet with the student and tell him or her that you plan to report the incident. Assume the student is innocent and allow the student to attend class and take exams.
2. Within 10 days of detection, send the student a letter with copies to:
  - a. The Office of the Associate Provost;
  - b. The registrar;
  - c. The dean of the school in which the alleged dishonesty has occurred; and
  - d. The department head of the department in which the course is being offered.
3. This letter should pinpoint the date and describe the alleged violation, but details of any evidence may be omitted. The letter to the student should also describe the sanctions, if any, are being recommended and the student's right to appeal.
4. Send any supporting evidence, plus a full description of what happened, to the Office of the Provost. You may recommend sanctions.
5. If the student elects to have a hearing, you will be asked to appear, with the

student, before the committee. You may bring witnesses.

6. You will be informed by the Office of the Associate Provost of his or her decision, and you have the right to appeal his or her decision to the Provost.

## **GRADE ADJUSTMENT/COURSE REPEAT POLICY**

Auburn University at Montgomery has implemented the following grade adjustment/course repeat policy effective for all currently enrolled, regularly admitted undergraduate students for all courses taken after Fall 2000.

Undergraduate students may delete a maximum of three course grades of D or F (including FA or U) associated with their undergraduate degree program from the computation of their cumulative grade point average. Grades and credit considered as transfer credit, grades earned in a previously awarded baccalaureate degree, or grades that have been assigned as a result of academic misconduct are excluded from this policy.

This policy does not offer exemption from academic requirements for AUM degrees; adjustment only applies to grades in individual courses. All core and major requirements must be met for graduation. Students should be aware that D or F/FA or U grades in required courses may be deleted from the computation of the cumulative grade point average prior to a repeat but must be repeated at AUM before graduation. Where a specific course is required for the core or a major, that course must be repeated to replace the deleted grade. Courses covered by this policy and needed to meet core area requirements or elective courses within a major may, subject to the approval of the academic dean, be replaced by any course accepted for that requirement, where applicable. All courses for which a grade adjustment is awarded will remain on the transcript. Courses for which a grade has been deleted from the cumulative grade point average will have the grade recorded and a notation that the grade has been excluded from the earned hours and the cumulative grade point average.

Students may submit a written request for grade deletion to their academic dean's office at any time prior to graduation. Once a request for deletion of a grade has been granted and that grade has been removed from the calculation of the cumulative grade point average, the grade and credit cannot be restored.

Deletion of grades is only available to currently enrolled, regularly admitted undergraduate students and is not available to former students. Students should follow AUM guidelines for the repeat of courses in which grades of A, B, or C have been awarded. However, all grades will be used for determining all academic honors.