

Honor Code

Drake School of Journalism and Mass Communication

*“Promoting student moral development requires affirming shared values ...
[O]ne value goes to the heart of the academic enterprise: a commitment to
honesty in the pursuit of truth.”*

— **Gary Pavela**

*“Applying the Power of Association on Campus:
A Model Code of Academic Integrity” (1997)*

I. Principles and students subject to Honor Code

The Drake School of Journalism and Mass Communication (“SJMC”) is a community of scholars committed to the highest professional and personal standards. Members of this community accept responsibility for honesty and excellence in all of their interactions. Such integrity is the foundation of our academic and professional careers, and of our lives as ethical people.

Cheating, plagiarism and other forms of academic dishonesty by SJMC students, whether it occurs in class or in extra-curricular activities related to the journalism profession, will not be tolerated. Academic dishonesty on the part of any student of another college or school enrolled in an SJMC class will also not be tolerated. Academic dishonesty constitutes grounds for penalties, ranging from failure in an academic exercise to suspension or dismissal from an SJMC class, the School and/or the University.

II. Definitions and examples

- A. An act of academic dishonesty is a violation of the SJMC Honor Code. Academic dishonesty includes, but is not limited to:
1. **Fabrication** — intentional falsification or invention of information, data, quotations or sources.
 2. **Plagiarism** — presenting another’s ideas or work as your own.
 3. **Cheating** — the act, or attempted act, of giving or obtaining aid or information by illicit means.
 4. **Facilitating academic dishonesty** — intentionally helping another commit an act that would be a violation of the Honor Code.
- B. Examples of academic dishonesty include, but are not limited to, the following:
1. Copying from another student during an exam.
 2. Using unauthorized notes, study aids or other materials, or receiving other unauthorized help, during an exam or other graded work.

3. Collaborating with others on an assignment in a manner not permitted by the instructor.
 4. Claiming as one's own work, or using without proper citation, material copied from the Internet or from another person.
 5. Fabricating quotations or sources for a journalism assignment or data for a research assignment.
 6. Deliberately obstructing another student's completion of an assignment.
 7. Submitting identical or substantially identical work for credit in more than one course without permission.
 8. Falsely representing one's presence, or another student's presence or absence, on an attendance sheet in a class.
 9. Falsely representing one's academic or professional credentials on a job application or resume.
 10. Failing to report an incident of academic dishonesty of which one has actual knowledge.
 11. Knowingly providing material to a person who the person knows will use it to violate the Honor Code.
 12. Cheating, plagiarizing, fabricating or other academic dishonesty or misconduct in connection with any SJMC activity, any campus organization or activity, or any employment.
- C. For SJMC students, this Honor Code applies, not only to classroom work, but also to extra-curricular activities related to the journalism profession, including, but not limited to, SJMC-related clubs and University-related media, such as the University newspaper, magazine(s) and broadcast outlets.

III. Complaints and Procedures

A. Academic Dishonesty in connection with a SJMC class

1. A faculty member who suspects that a student has violated the Honor Code in connection with a SJMC class should first discuss the alleged infraction with the student. If, after the discussion, the faculty member concludes that a violation occurred, then he/she shall impose the appropriate penalty, which may not include suspension or dismissal from the School or the University, but which may include lesser penalties, including but not limited to, reprimand, grade reduction or dismissal from the course with a failing grade. The aggrieved student may appeal to the SJMC Honor Council. If the faculty member believes that the violation is of such an egregious nature that dismissal or suspension from the School or the University should be considered, then the faculty member may impose the appropriate lesser penalties and refer the

matter to the SJMC Honor Council for consideration of dismissal or suspension.

2. In the alternative, the faculty member and student may determine that:
 - a. No violation occurred, in which case the matter is dropped; or
 - b. A violation occurred, which may lead to an informal voluntary meeting with the faculty member, the student and the Dean, in an effort to agree on a penalty and resolve the matter. If all are in agreement, then the matter is closed and there is no right of appeal, subject to the faculty member's right to re-open the entire matter if the student fails to meet any conditions agreed to.
3. Except where the matter has been voluntarily resolved, the faculty member and/or the student may elect to refer the matter to the SJMC Honor Council at any point for a formal hearing. *See below for a description of the Honor Council and formal hearing procedures.*

B. Academic Dishonesty outside of the classroom

1. Anyone with actual knowledge of a violation of the Honor Code by an SJMC student in an activity outside the classroom shall notify the faculty member in charge of the activity in question. The matter shall then proceed pursuant to the procedures set forth in paragraph III.A. above.
2. If there is no faculty member in charge of the activity in question, then the person with actual knowledge of a violation of the Honor Code by an SJMC student shall notify the Dean. The matter shall then proceed pursuant to the procedures set forth in paragraph III.A. above, except that the Dean shall fulfill the duties of the "faculty member."

C. Honor Council membership

1. The SJMC Honor Council shall:
 - a. Propose to the SJMC Dean and faculty policies and procedures for dealing with problems of academic dishonesty.
 - b. Hear original complaints involving allegations of violations of the Honor Code by SJMC students.
 - c. Hear appeals of a decision by a faculty member regarding alleged violations of the Honor Code.
2. The Honor Council shall consist of two (2) faculty members and three (3) students named by the Dean for an academic-year term.

- a. If a faculty or student representative on the Council has a conflict of interest in a case before the Council, an alternate shall be appointed by the Dean for that case.
3. Members of the Honor Council shall elect a chairperson and recording secretary for the academic year.
 - a. The chairperson is responsible for organizing the meetings and hearings of the Council.
 - b. The secretary is responsible for recording the minutes of the meetings and hearings, and for ensuring notice of complaints, hearings and judgment to the parties involved.

D. Honor Council proceedings

1. **Initiation:** A complaint alleging a violation of the SJMC Honor Code may be referred to the SJMC Honor Council by the Dean's Office, an SJMC faculty member or a person having actual knowledge of a suspected violation.
 - a. In addition to hearing original complaints, the Council may hear student appeals of decisions by faculty members regarding alleged violations of the Honor Code and any penalties imposed.
 - b. The Honor Council may also hear and decide faculty member recommendations for suspension or dismissal from the School or the University.
 - c. The Honor Council shall not hear anonymous complaints.
 - d. All complaints or appeals must be in writing and signed by the complainant or appellant. Complaints and appeals should be as specific as necessary to inform the Council as to the facts and circumstances of the alleged violation.
 - e. Appeals of an Honor Code decision by a faculty member shall be sent by the accused student to the Council no later than ten (10) business days after the student has been informed of the decision by the faculty member.
2. **Conduct of the hearing:** The Honor Council shall schedule a hearing on a complaint or appeal no more than fourteen (14) days after receipt of the complaint or appeal. The time period may be extended upon unusual circumstances.
 - a. No later than seven (7) business days prior to the hearing, the accused student shall be sent, via electronic mail or other reliable means, a written notice stating the alleged Honor Code violation(s), the potential penalties and the time, date and place of the hearing.
 - b. Attendance at the hearing is restricted to members of the Council, the accused student and an advisor, the complainant, and any witnesses. If a witness is unable to attend the meeting, a signed statement may be admitted.

- c. The accused may be accompanied to the hearing by an advisor or supporter. If the accused wishes to bring an attorney, the Honor Council must be informed at least two (2) business days before the hearing.
 - d. If an accused student fails to attend the hearing without obtaining an extension and without adequate cause, the hearing shall proceed in the accused's absence and the appropriate penalty, if any, shall be imposed.
3. **Decisions:** The Honor Council members shall deliberate in closed session until a decision is reached by majority vote.
- a. The Council has the right to uphold or reverse any previous decision that a violation occurred and may modify any penalties previously imposed.
 - b. The Council secretary shall write a final report, including the minutes of the hearing and the Council's final vote, with a brief statement of rationale for the decision. The report will be delivered to the complainant, the accused and the Dean.

IV. Penalties

- A. Penalties will be determined based on the severity of the offense, and will range from failure on an assignment to failure in a class. Egregious violations of the SJMC Honor Code may result in recommendation for suspension or dismissal from the School of Journalism and Mass Communication or Drake University by the Council. Factors that may be considered include:
- 1. The scope and magnitude of the violation.
 - 2. The circumstances involved, including relevant language regarding penalties for dishonesty in a course syllabus.
 - 3. Evidence of prior violations.

V. Student File and Notification of Student's College

- A. Any admitted or proven violation of the Honor Code, and the penalty imposed, shall be documented and submitted to the Dean's Office for inclusion in the student's file. A "proven violation" includes those situations where the student does not timely appeal and where the student appeals but is not successful.
- B. If the student is not majoring in an SJMC program, the Dean's Office will notify the dean of the student's home college or school of any admitted or proven violation, and the penalty imposed, in accordance with University policy.

- C. The Dean's Office shall, on at least a quarterly basis, advise the Honor Council with regard to all admitted or proven violations of the Honor Code and the penalties imposed. Except where disclosure is allowed by law, the Honor Council shall maintain all such information in confidence.

Adopted by SJMC faculty in March 2007.