

What is? the Honor Code

The Honor Code is the University's statement on academic integrity written by students in 1921. It articulates University expectations of students and faculty in establishing and maintaining the highest standards in academic work:

- A.** The Honor Code is an undertaking of the students, individually and collectively:
1. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
 2. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.
- B.** The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.
- C.** While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

What is? the Fundamental Standard?

The Fundamental Standard is the University's statement on behavioral expectations made by Stanford's first President David Starr Jordan in 1896:

Students at Stanford are expected to show both within and without the University such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University.

Stanford University Office
of JUDICIAL AFFAIRS
Office of the Dean of Students

For further information, please visit our web site at: <http://judicialaffairs.stanford.edu>
To consult with the Judicial Affairs staff, please call (650) 725-2485 or send an email to judicial.affairs@stanford.edu.

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respect

Respect Yourself
Respect Others
Respect the University

Understanding
the Honor Code and
Fundamental Standard:



Your role in creating an honest
and responsible community

GRAPHIC DESIGN
NATASHA POGGIO

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Examples of conduct that have been regarded as

violations of the Honor Code include:

- Plagiarism
- Copying from another's examination paper or allowing another to copy from one's own paper
- Unpermitted collaboration
- Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent
- Representing another's work as your own
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted



violations of the Fundamental Standard include:

- Physical Assault
- Property damage; attempts to damage University property
- Theft, including theft of University or individual property
- Forgery, such as signing an instructor's name to a grade change card or petition
- Sexual harassment or other sexual misconduct
- Charging computer time or long distance telephone calls to unauthorized accounts
- Misrepresentation in seeking financial aid, housing, discount computer purchases or other University benefits
- Misuse of University computer equipment or e-mail
- Driving on campus while under the influence of alcohol or a controlled substance
- Sending threatening and obscene messages to another student via e-mail, telephone phone or voice-mail



Violations of University policies, including but not limited to the following, may also constitute a violation of the Fundamental Standard:

- Sexual Harassment
- Sexual Assault
- Controlled Substances and Alcohol
- Campus Disruption
- Privacy
- Computer & Network Usage
- Smoke-Free Environment



What if I suspect a violation of either the Fundamental Standard or Honor Code has occurred?

As a member of the Stanford community, your responsibility is to respond to an Honor Code or Fundamental Standard violation, to do your share to ensure that you and others live up to the letter and spirit of both standards. Consider some or all of the following courses of action:

- Talk with the person involved to ascertain the circumstances of a situation or to sort out what happened.
- Consult the many sources of information and support available to you: the Judicial Affairs Office, faculty members, your colleagues, an RA or RA Residence Dean, or academic advising staff.
- Refer a formal complaint to the Judicial Affairs Office.

All complaints filed with the Judicial Affairs Office will be investigated. When sufficient evidence exists of a violation, charges will be filed and the case will proceed through the judicial process. Where appropriate, cases may be referred to other University resources for resolution.

Faculty who suspect an Honor Code violation may not lower the student's grade or issue a failing grade (often referred to as penalty grading) unless the student formally has been found to have violated the Honor Code.

Tips for avoiding Honor Code violations:

FACULTY:

- Discuss the Honor Code at the beginning of your courses. Underscore the University's expectations for academic integrity. Clearly and discuss anticipated Honor Code issues in your course assignments and examinations. Address questions such as: *What is collaboration? When is collaboration permitted? Can the same work be used for two different courses? Can I refer to notes, exams or assignments completed by students in a previous course?*
- Revisit this discussion prior to examinations as applicable and necessary. Encourage students to ask questions if they are confused about exam or homework procedures or rules.
- Avoid procedures which create undue temptation: don't use old assignments and examinations; provide alternate seating.

STUDENTS:

- Understand that by attending this University you have accepted the Honor Code.
- Make sure you understand the rules and guidelines for your courses.
- Think before you act — do not make critical decisions when you are exhausted, under extreme stress or under the influence of alcohol or drugs.
- Be prepared in your academic work; seek help from the resources around you — your RA, TA, academic advisors, tutors.

What can happen to students who violate the Honor Code or Fundamental Standard?



The Judicial Panel members who hear and consider all of the facts in each individual case determine penalties. While penalties may vary significantly based on the details of the individual case, sanctions commonly include one or more quarters of suspension from the University; and forty hours or more of community service.

What happens when a complaint is received?

