

Chatham University Honor Code and Policies

Honor is that principle by which we at Chatham form our code of living, working, and studying together. The standards of honor at Chatham require that all Chatham students residing on Chatham's campus act with intellectual independence, personal integrity, honesty in all relationships, and consideration for the rights and well being of others. As citizens of the campus community focused on education, students must accept certain obligations that accrue by virtue of such citizenship. Individual rights are ensured to the degree that these rights require a respect for the rights of all within the community to the same extent. In accepting admission to Chatham University, undergraduate and graduate students automatically agree to be personally responsible in all matters pertaining to honor and pledge to abide by those rules, which are considered by the community, as part of its Honor Code. While the University articulates specific community standards, both academic and social, the Honor Code is maintained through the acceptance of personal responsibility by each community member in their on and off campus behavior. Upholding the tenets of the Honor Code is essential in promoting a safe and secure living and learning community for which students, faculty and staff share responsibility. The Chatham University Honor Code is reviewed every four academic years with student input.

Zero Tolerance for Violence

Chatham University supports all efforts to prevent violence on campus. Any violation of another person's rights, including but not limited to physical or verbal threats, mental abuse, intentional libel, slander, physical harm or the harassment of another person will result in the campus taking the necessary and appropriate action to protect the safety and wellbeing of the campus community.

Further, any action that is harmful to oneself including significant/severe self-injurious behavior, suicide attempts and/or threats will result in the immediate removal of the student from the college setting and potential expulsion. Mental health conditions, the influence of drugs or the use of alcohol will not diminish or excuse a violation of the student code of conduct.

Presidential Interim Suspension

When the actions of a student threaten the order of the University, the president reserves the right to impose an interim suspension of the student, pursuant to the Chatham University Code of Conduct, pending a prompt hearing by the Student Conduct Board, criminal proceedings or medical evaluation.

The president also reserves the right to determine whether the student may or may not remain on campus property pending the completion of the hearing process. The interim suspension shall become immediately effective without prior notice whenever the continued presence of the student at the University poses a substantial and immediate threat to her/himself or to others or to the stability and continuance of normal University functions.

1. The vice president for student affairs/dean of students initiates a presidential interim suspension by providing the president with information of: a) the events causing the threat to exist; b) the name of the student and actions allegedly violating the college code of conduct; and c) a statement of the colleges' code of conduct allegedly violated by the student.
2. The vice president for student affairs /dean of students will immediately notify the student of the presidential interim suspension. The student conduct board advisor and president of the Student Conduct Board will subsequently notify the student of the need to schedule a preliminary

conference and the regular student conduct process will proceed while the student is on interim suspension.

3. The student has the right to appeal a Presidential Interim Suspension in accordance with the Chatham University Code of Conduct Appeals process.

Conduct Standing

Any student with an active conduct file through the Student Conduct Board is not in "good conduct standing." Students who have been charged with Honor Code violations and who have participated in a Conduct Board Hearing, and satisfactorily completed assigned sanctions will be in good conduct standing.

Students going through the Conduct Board process and in process of completing sanctions are not in good conduct standing. Students not in good conduct standing may be prohibited from participating in normal campus processes, such as future course registration, future housing selection, and applying for or running for a campus leadership position. Students who fail to meet with the Student Conduct Board after charges have been filed against her/him or who fail to complete sanctions by the designated deadline will have an indefinite conduct hold placed against their student account by the Office of Student Affairs. Such students will not be able to resume normal University processes until they complete their conduct process.

Chatham University Community Standards

In a community such as Chatham University it is important to have standards, which all members of the community are responsible for upholding. The Honor Code guides students' academic and social conduct on campus. Any action that violates the academic, social or residential standards shall be considered a violation of the Honor Code and shall be grounds for an inquiry and appropriate follow up. Students are expected to conduct themselves as responsible members of the University community by adhering to the academic, social, and residential standards in accordance with the Honor Code at Chatham University. A student or student organization found to have violated any of the following types of offenses will be subject to the full range of sanctions possible through University officials and the Student Conduct Board. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Honor Code. In its entirety, all campus publications outlining rules and regulations are part of the Honor Code. The following actions shall be considered in violation of the Honor Code.

Code A Offenses: Academic Community Standards

1. **Dishonesty impeding the academic process**, including, but not limited to cheating, lying, and plagiarism.

Academic Integrity Policy

Definitions

Cheating is the attempt, successful or not, to give or receive aid and/or information by illicit means in order to meet academic requirements. Examples of cheating include, but are not limited to: falsifying reports and documents; using any electronic device to transmit or receive information during an exam; taking information into an exam without permission; asking someone to take a test, write a paper, or complete any assignment for you, or agreeing to such a request; buying a paper and presenting it as your own; giving someone else a paper or providing other materials

in an unapproved manner; obtaining a copy of an exam without faculty permission, and sharing copies of exams with students who have yet to take the exam.

Plagiarism is one form of cheating. Plagiarism is the use of the organizational design, ideas, phrases, sentences or larger units of discourse from another writer or speaker without proper acknowledgment. In order to avoid plagiarism, you must document all sources of text and ideas that derive from someone else's work. This includes, but is not limited to: enclosing in quotation marks text copied directly from a source and identifying that source; identifying a source of summarized or paraphrased material; identifying the source of an idea taken from someone else's work; and acknowledging sources in all formats, including web pages, television, sound recordings, speeches, and traditional hard copy.

Lying includes, but is not limited to: not being honest with a faculty or staff member when questioned about cheating or plagiarism; providing false information to college officials; or intentionally lodging false accusations of cheating or plagiarism against another student.

Responsibilities of the Faculty

At the beginning of each course and in writing on the course syllabus, faculty should explain plagiarism and cheating and the penalties for such behavior. They should refer students to the Student Handbook for a more detailed outline of policies and procedures.

Responsibilities of Students

Students are responsible for knowing the policies regarding academic dishonesty and the penalties for such behavior. Failure of an individual faculty member to remind students of what constitutes cheating and plagiarism does not relieve the student of this responsibility. As required by the Honor Code, students should inform the faculty members of incidents of academic dishonesty taking place in their courses. If a student reports an honor code violation to a staff member, the staff member should direct the student to report the incident to the appropriate faculty.

Code B Offenses: Social Community Standards

1. **Dishonesty directed toward a University official.** This includes but is limited to lying, cheating, or providing false information.

2. **Forgery, theft, misuse, or alteration or duplication without University permission, of any University property.** This includes, but is not limited to documents, records, computer software, keys, or the students' illegal use of copyrighted materials over the internet, in which case additional legal action may be taken against a student by the Recording Industry Association of America or the Motion Picture Association of America. The University will not shield students from such action and will comply with proper subpoenas.

3. **Unauthorized entry into University facilities or use of University facilities/equipment without proper authorization.** This includes entry into faculty or staff offices and other students' residences.

4. **Disruption or obstruction of the use of University facilities.** This includes classrooms, offices and meeting areas or any intentional act to impair or prevent accomplishment of the mission,

process, or function of the University.

5. Mental or bodily harm to others. Violation of another person's rights including but not limited to the following:

a. intentionally inflicting mental or bodily harm upon any person;

b. attempting to inflict mental or bodily harm upon another person;

c. taking any reckless, but not accidental, action from which mental or bodily harm could result to another person;

d. causing a person to believe that the offender may cause mental or bodily harm;

e. sexual misconduct, including but not limited to sexual assault;

f. any act which demeans, degrades, disgraces any person;

g. coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person (e.g. hazing).

This included violations that occur via the internet, such as through instant messenger, on websites, via e-mail, or through online communities.

6. Mental or bodily harm to self. This includes behavior that is harmful to oneself including danger of suicide, self mutilation, intentionally inflicting mental or bodily harm on one's self, taking reckless, but not accidental, action from which mental or bodily harm could result to oneself (e.g., abuse of alcohol or other drugs) or behavior that suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without assessment and treatment. When standard assessment is impossible because of the student's resistance, conduct review may proceed.

7. Discrimination. Civilly, criminally, or administratively prohibited unequal treatment of a person on the basis of race, age, gender, creed, religion, national origin, ability, veteran status, or sexual orientation.

8. The unauthorized use, or the abuse, destruction, or theft of property of the University or of any of its members. This includes property of external vendors, guests or neighbors of the University; or the "borrowing" of common property for personal use. This includes unauthorized use of the University computer server and University e-mail addresses when used in a manner that violates the Chatham University Honor Code. (See the "Computing Ethics Statement.")

9. Civil disturbance. This includes conduct which involves disturbing the peace in conjunction with a civil disturbance in a lewd, indecent or disorderly manner on University property or at University sponsored or supervised activity.

10. Creation of a fire, safety, or health hazard. This includes intentionally initiating or causing to be initiated any false report or warning of a fire or other emergency.

11. Ejection of any objects from windows, roofs, or balconies of University buildings. This includes being present on the roofs of any University building.

12. Embezzlement or procurement of any money, goods or services under false pretense.

13. Duplicating or tampering with computer access codes, or other such devices without proper authorization.

14. Unauthorized use of office long-distance phone lines, the computer system and/or computer access codes.

15. Failure to comply with the written and verbal directions of University officials. This includes directions of staff, faculty, public safety officers, and other law enforcement officers acting in performance of their duties. This includes, but is not limited to, the failure to identify oneself to any such persons when requested to do so and repeat traffic violations. This also includes staff at studying abroad programs for which the student receives academic credit.

16. Failure to comply with University regulations and/or local, commonwealth, and/or federal laws.

a. Failure to comply with alcohol statutes.

b. Failure to comply with drug statutes.

c. Public arrest by a police department on or off campus.

17. Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.

18. Possession of a weapon on campus, whether lawful or not.

19. Misrepresenting oneself as a Chatham University affiliate at an on or off campus event to falsely solicit services. This includes but is not limited to obtaining funds for a service project or a student organization fundraiser and using the funds for personal use.

20. Aiding and Abetting. Helping, procuring, or encouraging another person to engage in a violation of any Code A, Code B or Code C offense.

21. Abuse of the Student Conduct System, which includes:

a. Failure to respond to a summons of the Student Conduct Board or an appropriate University official.

b. Attempts to discourage an individual's participation in, or use of, the Student Conduct System by means of intimidation, coercion, or influence.

c. Attempts to influence the impartiality of any person involved in a student conduct review of a matter prior to such student conduct review.

d. Falsification, distortion, or misrepresentation of information before the Student Conduct Board or to any University official.

e. Disruption or interference with the orderly conduct of student conduct proceedings.

- f. Institution of student conduct proceeding knowingly without adequate cause.
- g. Violation of disciplinary probation resulting in the violation of the Honor Code while on disciplinary probation or the violation of the term's of one's probation.
- h. Failure to comply with the directives of the Student Conduct Board including failure to complete assigned sanctions.

The purpose of listing and publishing disciplinary regulations is to give students general notice of prohibited behavior. However this is not meant to be an inclusive list of Honor Code violations as it is a violation to fail to comply with any University regulation.

Definitions

1. The term "University" means Chatham University.
2. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate or continuing studies and studying oncampus or off-campus through abroad programs. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students." Any persons not enrolled at Chatham University but residing in Chatham's residences are also considered "students" and must abide by the honor code.
3. The term "University Official" includes any person employed by the University, performing assigned administrative or professional duties.
4. The term "member of the University community" includes any person who is a Chatham student, or residing on campus, faculty member, University official or any other person employed by the University. The vice president for student affairs / dean of students shall determine a person's status in a particular situation.
- 5 The term "Student Conduct Board" refers to the student conduct body responsible for overseeing and monitoring all student conduct proceedings within its jurisdiction. The Student Conduct Board shall conduct hearings, make findings of facts, recommend educational sanctions where appropriate, and provide process that protects the rights of all members of the University community. In addition to monitoring the student conduct proceedings within its jurisdiction, the Student Conduct Board is the body responsible for overseeing campus elections.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
7. The term "student organization" means any number of persons who have complied with the formal requirements of the University to become a recognized student organization.
8. The terms "policy," "rules," and "regulations" refers to community standards defined within any current University publication and are synonymous.
9. The term "preponderance of evidence" refers to evidence which is (even minimally) of greater weight or more convincing than the evidence which is offered in opposition to it. This is the

standard by which a respondent must prove his/her position in relation of charges filed against him/her.

Authority for Student Discipline

The Vice President for Student Affairs and Dean of Students is responsible for the overall coordination of the Student Conduct System on behalf of the University.