

ATTACHMENT 4.

CODE OF  
STUDENT ACADEMIC RESPONSIBILITY

The first law of academic life is intellectual honesty. The following regulations are consistent with the high standards expected of students at the University of South Carolina. Violation of any of the following standards may subject the student to disciplinary action:

A. Bribery

The offering, giving, receiving, or soliciting of anything of value in order to obtain a grade or consideration a student would not expect to achieve from his or her own academic performance.

B. Cheating

1. Any conduct during a program, course, quiz, or examination which involves the unauthorized use of written or verbal information, or by any other means of communication.
2. The buying, selling, or theft of any examination or quiz prior to its administration.
3. The unauthorized use of any electronic or mechanical device during any program, course, quiz or examination or in connection with laboratory reports or other materials related to academic performance.
4. The unauthorized use of laboratory reports, term papers, thesis, or written materials in whole or in part.
5. The unauthorized collaboration on any test, assignment, or project.
6. Participating in, or permitting, any of the above activities as defined in B, 1-5.

C. Lying

Lying is the deliberate misrepresentation by words, actions, or deeds, of any situation or fact, in part or whole, for the purpose of avoiding, or postponing the completion of any assignment, duties, text or examination in a course, internship, or program.

D. Plagiarism

Plagiarism is the act of taking an idea, writing, or work of another and presenting it as the product of one's own activity, whether in whole or in part. It is the dishonest use of the work of another person. A person has committed plagiarism when he or she:

1. Submits the words, sentences, ideas, conclusion, and/or examples from a source, (a book, an article, another student's paper, etc.) without acknowledging the source.
2. Submits another person's work in lieu of his or her own work.
3. Allows another student, or students to take all or part of his or her course and/or examination.
4. Knowingly aids another student in plagiarizing an assignment as defined in D, 1-3 above.

*Faculty Senate  
Committee - review  
to delete section  
on other code.*

PROCEDURES FOR ADMINISTRATION  
OF THE  
CODE OF STUDENT ACADEMIC RESPONSIBILITY

I. STATEMENT OF PURPOSE

The purpose of the Code of Student Academic Responsibility is to establish general academic standards for students at the University of South Carolina. The administrative procedures are intended to provide a just and fair process for the adjudication of alleged violations of these standards.

II. AUTHORITY

A. Jurisdiction

1. All full or part-time students enrolled at the Columbia Campus of the University of South Carolina, or enrolled in courses originating from that campus, shall be subject to this Code of Student Academic Responsibility. Professional graduate Colleges and Schools (those offering no undergraduate courses) may establish their own codes and procedures based upon professional association standards. Such Colleges and Schools are exempt from the provisions of this code except for III and VI.
2. Authority for this Code and its Procedures is granted by the Board of Trustees under Administrative Policy E 1.01-.03, July 7, 1978.

III. COLLEGE/SCHOOL COMMITTEES

A. Establishment of Committees

1. Colleges or school shall establish a Student Academic Responsibility Committee to hear allegations of violations of the Code of Student Academic Responsibility. The membership of such Student Academic Responsibility Committees shall include both faculty and students. The procedures of such committees shall be in accordance with the regulations set forth in Administrative Policy O 0.00-.00<sup>1</sup>. College and school committee procedures must be reviewed and approved by the

1. The policy reference here refers to the contents of this document. Following approval by the Faculty Senate and the University Board of Trustees these procedures will become part of the University's Administrative Policy Manual and will be assigned appropriate coding.

University Committee on Standards and Petitions<sup>2</sup> prior to becoming effective. Following approval by the University Committee on Standards and Petitions College or School Committees shall be considered standing committees and shall not need annual approval from the University Committee on Standards and Petitions. Established committees wishing to alter their procedures or character must submit such changes to the University Committee on Standards and Petitions. Such changes shall be subject to the procedures for ratification set forth in this paragraph (IIIA).

2. Upon selection of the members of its committee, the Dean of a College or School shall forward their committee procedures to the University Committee on Standards and Petitions for review and approval. The University Committee on Standards and Petitions shall have three weeks after receipt of such materials in which to approve or disapprove them; and if the University Committee on Standards and Petitions elects not to act within such time the procedures shall become effective as if approved. If the University Committee on Standards and Petitions rejects the procedures as proposed, the College or School shall have three weeks in which to modify or amend its proposal and resubmit to the University Committee on Standards and Petitions. Final authority for committee procedures rests with the Committee on Standards and Petitions.

E. Appeals

Either the instructor or the student involved in a case may appeal decisions to the next higher review body. No actions shall be executed during the appeal process.

IV. RESPONSIBILITY OF THE UNIVERSITY COMMUNITY

A. General Responsibility

1. It shall be the responsibility of every faculty member, student, administrator, and staff member of the University community to uphold and maintain the academic standards and integrity of the University of South Carolina.
2. Any member of the University community who has reasonable grounds to believe that an infraction of the Code of Student Academic Responsibility has occurred, has an obligation to report the alleged violation.

B. Student Responsibility

Each student shall conform to the Code of Student Academic Responsibility at all times.

2. While the University's Committee on Standards and Petitions is assigned certain responsibilities in this document, the drafting committee would respect the wishes of the Faculty Senate should it prefer to assign these duties to another committee or establish a new committee. The Judicial Advisory Board has also been suggested as the proper supervisory committee. For purposes of this proposal, we suggest the Faculty Senate consider this document with the proviso that following adoption the Committee assignment will be made following the Senate's normal procedures.

C. The Responsibility of Individual Instructors

Each instructor is encouraged to give each of his or her classes a clear statement of the obligation to this Code during the first week of classes of each semester or summer session.

D. The Responsibility of the University Administration

1. The appropriate administrative office of the University will see that the Code and any amendments or changes thereto are published and promulgated annually. The Office of Dean of Student Affairs shall implement the administrative procedures of the Code.
2. All new University faculty, administrative and staff personnel shall be advised of the Code upon assuming their duties at the University.
3. The Office of Dean of Student Affairs shall inform students charged with violation of the Code of the Procedures of this Code upon first notification of a possible infraction.

E. The Responsibility of the Student Government

The Student Government shall, through the Office of the Student Government Attorney General, implement the details of the Code dealing with the office of Student Government Attorney General and the Supreme Court.

V.

HEARING PROCEDURES

A. Reporting Procedures

1. A suspected infraction of the Code of Student Academic Responsibility shall be reported to the instructor of the course in which it occurred. Normally such reports shall be made within three (3) regularly scheduled class days.
2. A suspected infraction of the Code of Student Academic Responsibility may be reported by
  - a. The student committing the infraction
  - b. By any member of the University community observing the alleged infraction (as defined in IV A1).
3. Upon receiving a report of an alleged violation, the instructor, after informing the student of these Procedures, may, at his or her discretion:
  - a. If the student involved does not admit to the infraction:
    1. Decide not to pursue the accusations, whereupon he or she shall notify the reporting party in writing of such decision within three regularly scheduled class days, or
    - 1f. Refer the case to the Office of Dean of Student Affairs
  - b. If the student admits to the infraction:
    1. Assign whatever grade and/or remedial work that he or she may deem appropriate, or

- 11. If the instructor believes that the offense warrants further action, refer the case to the Office of Dean of Student Affairs without assigning a grade or sanction at that time.
- 7. Upon notification of the instructor's decision not to pursue the allegation, the reporting party may file a report with the Office of Dean of Student Affairs. Normally this should be done within three regularly scheduled class days after the instructor has notified the reporting party of his or her intent not to take any action.
- 8. Upon receipt by the Office of Dean of Student Affairs of the allegations from any party, the Office of Dean of Student Affairs shall begin these procedures by discussing the report with the instructor involved. Normally this discussions should take place within three regularly scheduled class days following notification by the Office of Dean of Student Affairs.
- 9. The case shall be referred to the college or school committee by the Office of Dean of Student Affairs after conferring with with instructor. Normally this request for a hearing should be in writing within three regularly scheduled class days after the discussion.
- 10. a. If a case is referred through the Office of Dean of Student Affairs to the committee, the instructor shall not assign a grade to the course, examination, text or project until the committee renders its decision.
- b. If the charges are upheld by the committee, the instructor has sole descretion regarding the determination of the student's grade an/or remedial work.
- 11. When charges are dismissed, the Office of Dean of Student Affairs shall immediately notify the parties involved.
- 12. a. When the College or School Committee Chairperson, in consultation with the Office of Dean of Student Affairs, decides to call for a hearing on the case, the Office of Dean of Student Affairs shall notify the student as expeditiously as possible by certified mail with return receipt requested.
- b. If the letter is not deliverable, the Office of Dean of Student Affairs shall use any means possible to notify the student.
- 13. a. The student shall be notified by the Office of Dean of Student Affairs of the following:
  - (1) The specific section of the Code of Student Academic Responsibility that the student is alleged to have violated.
  - (2) The student's rights within the judicial system.
  - (3) The list of procedures which will be followed in the hearing.

- (4) Testimony, the summary form, which will be presented at the hearing.
- (5) The right to inspect all relevant evidence.
- (6) A date, prior to which the student must meet with the Office of Dean of Student Affairs to discuss the charges.
- b. These disclosure and notification obligations are continuing.
- c. The Office of Dean of Student Affairs shall indicate in writing to the Committee Chairman that it has complied with the provisions of this paragraph.
- 14. If the student does not respond to the charge letter by the date requested, a second certified letter will be sent to include:
  - a. A re-statement of the charges.
  - b. A notice that the appropriate chairperson has been requested to schedule a hearing.
  - c. An explanation that the student will receive notice of the hearing and that the case will be heard with or without the student's presence.
- 15. Upon sending the second charge letter, the Office of Dean of Student Affairs shall request that the Committee Chairman schedule a hearing. The hearing shall be scheduled with a reasonable period, but not less than five (5) class days from the date on which the first charge letter was received by the student, or the date the second charge letter was sent to the student, unless the student charged expressly waives all or part of the notice period, or a continuance is granted with just showing of cause by the Committee Chairman. The Committee Chairman shall determine the time and place of the meeting. A written notice of the time and place of the hearing shall be forwarded via certified mail to the student, the instructor, the witnesses, and the Office of the Student Government Attorney General by the Office of Dean of Student Affairs at least five (5) days prior to the hearing unless the student waives all or part of the notice period.
- 16. At the hearing the Office of the Student Government Attorney General shall be responsible for presenting the case as to charges. The Office of the Student Government Attorney General shall also be responsible for appealing the decision if requested to do so by the instructor or reporting party.
- B. Conduct of Committee Hearings
  - 1. The Student Academic Responsibility Committees are to follow the procedures as approved at the time of their establishment.
  - 2. A student accused of a violation of the Student Academic Responsibility Code is accorded the rights provided in the Student Judicial System as stated in Carolina Community.

C. Penalties

Penalties for violation of the Student Academic Responsibility Code shall be consistent with those specified for conduct violations. (Policy E 1.03) as listed in the Carolina Community.

VI. APPELLATE PROCESS

A. Appeal Procedures

1. A student found in violation of the Code by a Committee hearing may present a written request to the Office of Dean of Student Affairs for an appeal to the Supreme Court within five (5) class days of the date of the original decision, for the following reasons:
  - a. The hearing procedures were violated.
  - b. The sanction imposed was inappropriate, unreasonable, or unjust.
  - c. The decision is not supported by the facts of the case.
2. Upon receipt of the request for appeal, the Supreme Court shall send a copy of the appeal request to major parties involved in the original hearing, requesting them to respond to the request in writing within five (5) class days. Major parties include: the student charged in the original hearing, the student Attorney General, and the Chairman of the college or school Student Academic Responsibility Committee.
3. At the end of the five (5) class day period, the Chief Justice shall have a quorum of the Supreme Court examine the request for an appellate hearing and the responses. An appellate hearing shall be granted if a majority of the quorum finds that the grounds for appeal are substantiated. A tie vote shall result in an appeal being granted.

B. Conduct of Appellate Hearing

1. Major parties involved in the case being appealed will be notified in writing of the time and place of the hearing, at least five (5) class days from the date of initiation of the appeal. Postponements may be granted with just showing of cause by the Chief Justice of the Supreme Court.
2. All of the parties involved in the original hearing being appealed shall have the right to be present, respond to all information presented, and to present information relevant to the appeal.
3. The Chief Justice of the Supreme Court shall open the hearing by reading the request for an appeal and informing the person(s) involved of the jurisdiction of the Court and its procedures. The Chief Justice shall ascertain that all the parties involved are aware of their rights, answer any questions they have in regard to these matters, and conduct the hearing.

4. If the appeal has been granted on the grounds that the hearing procedures may have been violated or on the grounds that the decision was not supported by the evidence, the Supreme Court will hold a re-hearing and reach a decision as to the violation of the Code by the student(s) and determine an appropriate sanction.
5. If the appeal has been granted on the grounds that the sanction is inappropriate, the Supreme Court shall review the information presented at the original hearing and make a decision by majority vote to uphold or reduce the sanction. A tie vote will result in upholding the decision of the lower court.
6. The Supreme Court may not impose a more severe action than that imposed by the College of School Committee.
7. Within five (5) days following the conclusion of the hearing, the Chief Justice or his or her designee shall make a written report of the hearing consisting of the grounds for appeal, the decision of the Supreme Court, and the rationale for the decision to the Office of Dean of Student Affairs. Upon receipt of the decision, the Office of Dean of Student Affairs shall implement the decision of the court.

VII. IMPLEMENTATION

The provisions of this Code shall take effect on the first official day of the semester following approval by the Faculty Senate. All college and school codes and procedures must be established and approved in the semester prior to implementation. All cases pending under the provisions of the previous Code of Student Academic Responsibility shall be disposed of in accordance with the provisions of that Code.