

**CAROLINA CHRISTIAN COLLEGE  
HONOR SYSTEM**

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## **CAROLINA CHRISTIAN COLLEGE HONOR SYSTEM**

### **INTRODUCTION**

Carolina Christian College (CCC) uses the Bible as its chief textbook. As the all-sufficient guide for faith and conduct, the Bible is taught as fundamental to its community's worldview. The College provides an educational environment where its students pursue academic goals and at the same time develop a Christ-like character. This can best be accomplished when all students feel a sincere responsibility for their own integrity, the welfare of each other and for the group as a whole. "But you, man of God... pursue righteousness, godliness, faith, love, endurance and gentleness..." 1 Tim 6:11

The College has established the Honor System with the conviction that these standards and regulations will enhance its academic goals, ensure the safety of its community and property as well as preserve the general reputation of its students and the integrity of the College. The Honor System establishes a code of conduct compatible with a Christian lifestyle and establishes important core values of personal integrity and accountability to the community. It sets the standard for behavior, particularly in regard to academic pursuits.

The Honor System, outlining the rules and regulations and standards of conduct, is described in the Student Handbook which is given to each student upon enrollment.

The Honor Council in conjunction with the faculty may revise these standards as needed.

### **OBJECTIVES**

Carolina Christian College is a special purpose Christian college. It educates students for Christian ministries through a program of Biblical and theological studies, general education in the arts and sciences, and professional studies. Emphasis is placed upon cultural awareness and urban ministry in order to prepare workers to establish and serve the church in the United States and around the world.

In keeping with its special purpose as stated above, Carolina Christian College recognizes that students must be as fully prepared as possible to go out into the world as ambassadors for Christ. Therefore, its objective is to inspire and involve students in pursuit of the following:

1. An authentic Christian life and experience
2. A broad-based background in general education
3. A thorough knowledge of the Bible
4. Familiarity with and interest in evangelizing all people
5. Competence in one or more spheres of Christian service.

## **ACADEMIC INTEGRITY**

Carolina Christian College is committed to maintain academic integrity as integral to an authentic Christian lifestyle. Five fundamental Christian values of honesty, trust, fairness, respect, and responsibility are inherent to the Honor Policy.

Honesty and integrity are held to be central to the fabric of academic life. Academic integrity requires that all academic work be the original work of the student, or that any work taken from an outside source be properly credited. Ethical conduct, even when challenging or difficult, is at the core of the beliefs and values of the Community. As such, it is the responsibility of each community member to be responsible to uphold these principles. Students are responsible to maintain honesty in their college work, as well as to support fellow students to maintain the same high principles. Students are expected to report incidences of dishonesty to the proper authority. Faculty support is vital to the success and support of this policy. Faculty has the responsibility to promote and enforce the academic values of integrity and honesty.

The Honor System demonstrates the College's concern with the students' commitment to the Biblical principles of the Gospel of Our Lord while attending Carolina Christian College and upon graduation. This System espouses fundamental academic values and promotes a fair system for resolving complaints of academic dishonesty.

## **HONOR CODE**

As a Bible college, Carolina Christian College is committed to the education of the whole person. CCC expects all members of the academic community, staff, students and faculty, to strive for excellence in scholarship and in character.

Upon admission, all students will be held accountable to understand and live by all the provisions of the Honor System.

The Honor Council is responsible for the administration of this system. The Honor Council administers the procedures of the Honor System and educates

the faculty and student body about the standards of conduct and procedures of the System.

## **THE HONOR PLEDGE**

*I pledge myself to uphold the high ideals and standards of a Christian academic lifestyle, and I commit myself to respect and uphold the Carolina Christian College Honor System.*

- *I will not lie, cheat or steal, nor will I condone the actions of those who do.*
- *I will not plagiarize academic work.*
- *I will be responsible for everything I say, do or write.*
- *I will be respectful of college property and the property of others.*
- *I will not deceive any member of the community.*

A statement of compliance to the Honor system will be included in every college syllabus.

## **STANDARDS OF CONDUCT**

Student conduct that is dishonest, untrustworthy, demonstrates a lack of academic integrity, or unjustly affects the rights of another is prohibited. Any student caught lying, cheating, stealing, or acting in a way inconsistent with the standards of academic integrity will be held accountable to the rules and regulations of the Honor System. The student will be confronted by the faculty member, and will be held responsible for violating the Honor Code. The faculty member must file an "Incidence Report". If the situation is not resolved between the instructor and the student, the student will be given the opportunity to file an "Incidence Response Form" within twenty-four hours.

Examples of violations are outlined below. These examples are not to be misconstrued as an exhaustive list of prohibited conduct, but as examples only.

### **A. Cheating**

Cheating is an act of dishonesty by deceit, swindling, trickery, deception or fraud to obtain advantage or gain. Unauthorized use or attempted use of materials or information of any kind in exams, assignments or other academic work is a violation of the Honor Code. Cheating or assisting another to cheat is academic fraud.

### **B. Fabrication**

Fabrication is an invention, falsehood or false excuse. Providing or inventing false information in academic work is prohibited. A research

citation, for example, must be accurate, and a quotation must be cited correctly. Using false citations or submitting false data of any kind is academic fraud.

**C. Facilitating Academic Dishonesty**

Students who allow their work to be used by another or who enable another in academic dishonesty violate the values of academic integrity. A student who aids others in dishonest use of information is as guilty of intellectual dishonesty as the student who uses the information.

**D. Falsifying Academic Documentation**

An attempt to alter or falsify any academic documentation or record is academic fraud.

**E. Plagiarism**

The Latin word for kidnapper, *plagiarius*, is the root of the word plagiarism. Plagiarism is theft of another's writings, words, thoughts or ideas, by passing them off as one's own. Using another's ideas, words or writings without giving proper credit or paraphrasing someone else's writing without appropriate acknowledgement is plagiarism. All facts or information obtained from research or reading that are not common knowledge must be cited appropriately. The MLA Style and the SBL Style have been formally adopted by the Faculty to be used throughout the College. It is the students' responsibility to educate themselves as to the correct manner of attributing credit in any academic exercise according to the MLA or SBL style as required by their professor. Plagiarism may be determined to exist even if the plagiarism can not be shown to be intentional. Plagiarism is a serious act of academic dishonesty.

**F. Abuse of Library Privileges**

Any act of interfering with the use of library materials by another student is a violation of academic integrity. Examples of this type include but are not limited to: defacing library materials, deliberately misplacing or destroying library materials, failure to return library materials in a timely manner, removal of library materials without authorization, and altering another's computer files. These acts of academic dishonesty are strictly prohibited.

**G. Abuse of Shared Electronic Media**

Damage or sabotage of computer systems, or deliberate actions that deny others equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. Misrepresenting or portraying another in a hurtful manner over the internet is also such a violation.

**H. Antagonism to the administration, its purpose and ideals, to fellow students, or to the regulations of the College.**

Malicious gossip which is hurtful to the reputation of the school or its members shows a lack of fairness, respect and responsibility. It is a form of unethical behavior and is a violation of academic integrity.

**Summary**

Behavior for concern in academic integrity includes but is not limited to:

- Unauthorized assistance on assignments submitted for a grade
- Acceptance of credit for work not completed by the student
- Lying
- Use of false citations
- Omission of appropriate citations
- Plagiarism in any form
- Abuse of academic materials or shared electronic media
- Any act of academic dishonesty
- Cheating in any form
- Falsifying academic records or documents
- Bribing or issuing threats of any kind
- Submitting work for multiple purposes without authorization
- Furnishing or using unauthorized material containing answers or questions to an examination
- Skipping classes
- Malicious gossip
- Substance abuse
- Behavior deemed unethical by the Honor Council

**OFFENSES AND SANCTIONS**

All Carolina Christian College students enrolled in any CCC program including certificate programs are subject to the rules and regulations of the Honor System.

**A.** The Honor Council shall investigate and rule upon an alleged Honor System offense even if the student drops or is withdrawn from a course.

**B.** After a grade has been submitted, an alleged violation will be considered by the Honor Council if it is determined that the alleged offense is of a very serious nature and would merit suspension or expulsion or would effect a student's permanent record.

**C.** The College may continue an investigation of an alleged offense after student has withdrawn, transferred, terminated or otherwise is not currently enrolled if the incident is considered by the Honor Council to be

of a very serious nature. This would include matters that would merit suspension, expulsion or effect a student's permanent record.

- D.** A student may not graduate with an unresolved Honor Council charge if the charge is of a serious nature.
- E.** The Honor Council may recommend sanctions including revocation of a degree in the case of a student who has already received a degree where the offense is considered to have been of a very grave nature.
- F.** The Honor Council will make every effort to conduct and rule upon an investigation in a timely manner.

## **THE HONOR COUNCIL**

### **A. Membership**

The Honor Council shall consist of faculty and student representatives. The Council shall consist of an Academic Dean and at least one full time and one adjunct faculty member and the President of the Student Council. The Chair of the Honor Council will be elected by Council members, and the composition of the Honor Council shall be renewed annually by the Faculty in May following graduation.

### **B. Responsibilities**

Honor Council and faculty members are required, and Student Council members are encouraged to educate the Community about issues of academic integrity.

The Honor Council will initiate and coordinate campus-wide educational efforts concerning academic integrity and the Honor System. These efforts will include;

1. ensuring that the Standards of Conduct and procedures of the Honor System are described in the Student Handbook and other college organs as appropriate.
2. working with the Admissions Office to ensure the inclusion of the Honor System in the College Catalog and other promotional materials
3. ensuring that the Honor Pledge is included in the application materials
4. working with the Dean of Student Affairs to provide information and remind students about the Honor System during Student Orientation and throughout the year
5. working with the Director(s) of Adult and Distance Education Programs to ensure the education of the students in the Adult and Distance Education programs
6. recommending ways in which faculty (including adjuncts) can promote academic integrity through class discussions, syllabi and other means

7. Publishing the names of its members and methods for contacting them.
8. Issuing an annual report to the Faculty.
9. Periodically reviewing the Honor system and recommending improvements to the Honor System Procedures or Standards of Conduct, if needed. Any changes made to the Honor System will be approved by the Faculty and Deans.

## **THE HONOR SYSTEM PROCEDURE**

### **A. Initial Informal Complaint Procedure**

Informal discussion between a faculty member and student(s) regarding a minor act of cheating or plagiarism may resolve the problem. However, an “Incidence Report” must be submitted to the Chair of the Honor Council by the instructor. When both faculty and student(s) come to an agreement about such an allegation, the faculty member must fill out the “Cheating and Plagiarism Informal Resolution Form”. Both parties must sign the form. The faculty member will keep a copy of the form on file in his/her office. A second form will be sent to the Chair of the Honor Council who will maintain a confidential copy for the purpose of detecting repeat offenders. The student will keep a third copy. This matter will be kept confidential.

Sanctions which may be imposed include:

- a. rewriting an exam or research paper
- b. a lower or failing grade on the paper or project
- c. a lower or failing grade for the course
- d. assignment of a paper or project on a relevant topic
- e. attendance in a non-credit class on ethics or a similar topic

More than one sanction may be imposed.

If the semester comes to an end without a satisfactory resolution, the faculty member must refer the matter to the Honor Council for review.

### **B. Informal Complaint Procedure**

#### **1. Incidence Report**

If evidence of suspected academic dishonesty is brought to the attention of the instructor or the Dean by any member of the academic community, the instructor of the course must investigate the complaint. An “Incidence Report Form” must be filed with the Chair of the Honor Council. Any instructor involved in the case must give a written statement.

The student will be asked to sign the report indicating that he/she has read the report. The student will then be given an opportunity to file “An Incidence Response Form” within twenty-four hours.

Students who have been accused of an alleged offense may continue to participate in a course or activity until the case is resolved. A student will not be offered a choice of either dropping a course or facing disciplinary action. All cases of academic dishonesty proceedings are confidential and may not be discussed outside of legitimate hearings.

## **2. Investigation**

An investigating officer will be assigned to the case by the Chair of the Honor Council. The investigating officer will conduct an inquiry, communicate with the student, and evaluate the evidence. All parties are required to respond quickly to the investigating officer's communications. This investigation process should not take more than two weeks. Additional time may be requested for unusual circumstances. An extension of a month or more will only be considered under extremely extenuating circumstances. Permission from the Academic Dean must be obtained.

In the event that the investigating officer finds insufficient evidence, the report shall be dismissed, and no record will be kept in the student's files. If a record is kept for the Council's records, the student's name will not be mentioned, and the matter will be considered closed.

If sufficient evidence is found, the investigating officer has the option of referring the matter to the Council for review or expediting the process.

## **3. Expedited Sanction**

The process may be expedited if a student admits to having violated the Honor Code. The following options for resolution are possible.

1. If an expedited sanction is offered by the investigating officer, the student has the option to accept the recommended sanction. The professor of the course always retains sole discretion over the student's grade in the course.
2. The student will have 24 hours to accept the offer in writing, acknowledging responsibility for the offense and accepting the recommended sanction(s). If the offer is not accepted within 24 hours, the complaint will be forwarded to the Chair of the Honor Council for further review.
3. If the student accepts the offer, the Investigating Officer then informs the Academic Dean. The procedure remains the same as in the traditional hearing process.

4. If an offer is declined, the Honor Council will not be informed that the student was offered an expedited sanction. This ensures that the student will receive an unbiased hearing..

#### **4. Administrative Authority**

The Academic Dean acting in conjunction with the President have the prerogative and authority to determine if a case will be heard according to the traditional procedures or will be handled administratively. They may take immediate action in the event of severe circumstances or sensitivity surrounding a case.

#### **5. Hearing and Sanction Recommendation**

##### **a. The Hearing**

1. An informal hearing shall be called within a week or as soon as possible, and a letter shall be sent to the student outlining the procedure. Strict rules of evidence do not apply. The decision of the Hearing Council is final.
2. The Hearing Board shall consist of at least three members of the Honor Council, including one full time faculty member and one student. Other members may serve at the discretion of the Chair.
3. In the event that a student fails to appear at a scheduled hearing without good cause, a hearing may be held and resolved in his/her absence.
4. The hearing will be closed to the public and is confidential.
5. The hearing board shall decide whether the student is in violation of the Honor Code. There must be a majority vote in order for sanctions to be imposed.
6. If a student is found to be in violation of the Honor Code, the Hearing Board will refer to the student's record to determine if the student committed a previous offense.
7. If the student is found to be in violation of the Honor Code, the Hearing Board may recommend one or a combination of possible sanctions including but not limited to: an official warning, a fine, a change in (campus) residence, a change of grade either for the paper, project, or the course, a letter of reprimand in the student's Honor Council file, a letter of censure in the student's academic file, an academic dishonesty notation on the transcript, probation, suspension or dismissal from the College. Other sanctions may be considered.
8. Within 24 hours, the student shall be notified in writing of the Hearing Board's decision and recommendations.

## **b. Academic Misconduct and Recommended Sanctions**

The purpose of a disciplinary sanction is to ensure accountability for one's actions, maintain order in the community, provide an environment wherein a student will grow in responsibility and integrity, and assist the student to learn to live within the guidelines of the College. These sanctions also protect the College community from possible physical harm or harm to its reputation, and in some cases provide financial restitution.

The sanctions described below are meant as general guidelines for the academic community; Deans and Hearing Panels are not bound by them. Lack of knowledge or intent are not considered excuses for lack of integrity; however, the level of a student's academic experience may be taken into consideration. Third and fourth year students shall be held fully responsible for actions involving plagiarism. First and second year students may be held at a lesser level of responsibility depending on the severity or the frequency of the infraction. Technical errors of citation may result in a lower grade; however, they are not, in and of themselves, considered a violation of the Honor Code. Graduate students are judged at the highest level with separation from the College as a recommended penalty. Other factors which will be taken into consideration include: the extent of the violation, extenuating circumstances, admission of guilt, and prior or multiple incidents.

It is incumbent upon the student to know what is expected of him/her in terms of academic work.

The illustrations listed below are not to be considered all inclusive.

**1 .** A minor violation might involve offenses limited to minor sections of a paper or assignment. The extent and frequency of a violation will be taken into consideration. Examples of these might include:

- a. failure to cite a reference in a limited section of an assignment.
- b. collaborating on a homework assignment without permission
- c. cutting one or two hours of classes

In cases of minor violations, a student might receive an official warning. Other possibilities may include:

- a. Required attendance in a non-credit workshop or seminar on ethics or related subjects.
- b. An assigned paper or research project on a relevant topic.
- c. A make-up assignment.
- d. A recommendation to the instructor that no credit be given for the original assignment.

2. Acts of dishonesty of a more serious nature affect a more significant portion of the coursework. Examples of these may include:
- a. Quoting directly or paraphrasing without acknowledging the source .
  - b. Using the same work or significant portions of it for more than one course without the permission of the professors.
  - c. Receiving assistance for a paper or project from others constituting a major contribution to the work without crediting the assistance.
  - d. cutting a week of classes (Please refer to the Class Attendance Policy in the College Catalog.)

Possible sanctions for this type of offense may include:

- a. A letter of censure which becomes part of a student's permanent record.
- b. Disciplinary probation
- c. Recommendation to the instructor that a failing grade be given for the assignment involved and the grade for the course be determined in the normal manner.
- d. Cheating on a final exam might warrant a recommendation that the instructor fail the student in the course as well as disciplinary probation.

3. Violations in which the student's dishonesty affects an essential portion of work done for a course, repeated lesser level offenses, or incidents which involve premeditation are considered to be of a more serious nature.

Examples of this level of offense may include:

- a. Copying on final exams
- b. Plagiarizing or paraphrasing major portions of an assignment
- c. Using prohibited materials during an exam
- d. Cheating of any kind during an exam
- e. Presenting another's work as one's own
- f. Removing posted or reserved material from the library, or preventing another's access to it.
- g. Fabricating data or citing non-existent sources
- h. Substance abuse

The recommended penalty for these offenses is a one semester suspension from the college. The student would not receive credit towards a degree for work completed elsewhere during this period.

Other possibilities might include a transcript notation "Censure for Violation of the Honor System". This notation may be removed at the discretion of the Honor Council within a two year period by a completing a sanction reduction plan. This plan must be arranged through the Honor Council.

4. The most serious violations involve acts of dishonesty that are particularly hurtful. Permanent expulsion from the College may be recommended. In this case, a notation of “academic disciplinary separation” will be placed on a student’s transcript and remain permanently. These violations include:

- a. Any violation of the Honor Code committed after a return from suspension for a previous infraction of the Code
- b. Dishonesty in a manner similar to criminal activity, such as stealing an exam from a professor or a College office, buying an exam, or falsifying a transcript.
- c. Having a substitute take an exam
- d. Fabrication or falsification of information, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one’s own in a senior thesis, a master’s thesis, or in other work represented as one’s own as a graduate student
- e. Sabotaging another student’s work by preventing the student from successfully completing an assignment
- f. Willful violation of the ethical code of the profession for which a student is preparing
- g. Substance abuse and/or illegal acts

#### **CONSEQUENCES OF VIOLATING THE ACADEMIC INTEGRITY POLICY**

By committing offenses against the College’s Honor Code, the student is acting in an unethical and dishonest manner. More important, the student is not demonstrating an authentic Christian life and is acting in an injurious manner which adversely affects his/her potential for Christian service to the community. The student may face academic censure and runs the risk of harming his/her future educational and employment opportunities.

These offenses may also affect recommendations to prospective employers or to other academic institutions. In addition, the notation for a specific sanction may be placed on a student’s transcript, and a grade of “F” given as a sanction, will remain on the student’s transcript even if the course is retaken and a passing grade is achieved.

Violations of the Honor Code are serious offenses, and will be treated as such. Carolina Christian College students are expected to act with dignity, integrity and honesty and maintain the ethical standards set out for them by the College as members of a Christian community.

## ADDENDUM

The Carolina Christian College Honor System was developed by the Faculty Committee. Comments and suggestions were sought from the administration and students. Academic integrity regulations from many other major academic institutions were consulted. The College is indebted to these institutions whose example we follow.

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Sources consulted in preparing the CCC Honor System include policy statements from the following academic catalogs and websites:

Beacon University                      2006 Standards of Conduct  
<http://byu.edu>                      Brigham Young University Honor Code  
 Carson-Newman College    2006 Honor Code  
<http://www.academicintegrity.org> Center for Academic Integrity  
<http://www.christianlifecollege.edu/faculty/cullman.htm> Christian Life College  
 Student Contract and Academic Integrity Statement by Christopher Ullman  
 Cincinnati Bible Seminary    2005-2007 College Catalog  
<http://collegepubs.com>            Ten principles of academic integrity  
[http://gervaseprograms.georgetown.edu/hc/honor\\_system\\_print.html](http://gervaseprograms.georgetown.edu/hc/honor_system_print.html)  
 Georgetown University's academic integrity policy and "What is  
 Plagiarism"  
 John Wesley College            2004-2006 College Catalog  
 Johnson Bible College        2006 College Catalog  
<http://www.noodletools.com> The Ethical Researcher  
 Ozark Christian College       2001 College Catalog  
<http://www.princeton.edu/pr/pub/integrity/index.html> Princeton  
 University's site on academic integrity policies  
 Rochester College                2006 Code of Academic Integrity  
<http://www.scc.rutgers.edu/douglass/sal/plagiarism/intro.html> Useful  
 definitions of prohibited practices Rutgers University  
<http://teachx.rutgers.edu/integrity/policy.html> Academic integrity policy  
 Rutgers University  
<http://www.sonoma.edu/uaffairs/policies//cheatingpolicy.htm> Policy on  
 cheating and plagiarism Sonoma State University  
 Trinity Baptist College        2006 Plagiarism Policy  
<http://www.wheatoncollege.edu> Wheaton College Honor Code and  
 Statement on Plagiarism  
<http://www.wpacouncil.org> Council of Writing Instructors: Defining  
 and Avoiding Plagiarism  
[http://www.yorku.ca/tutorial/academic\\_integrity/](http://www.yorku.ca/tutorial/academic_integrity/) A tutorial on academic  
 integrity

I have been given a copy of the Honor Code that CCC adheres to. I acknowledge and accept the code and will adhere to the codes responsibilities as a Christian and student of CCC.

Signed by: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

10/22/2012