



Syllabus Requirements and Guidelines

The University community believes in cultivating a culture of academic integrity through intentionally educating students on what constitutes academic misconduct. The following document provides information regarding the new Undergraduate Honor Code and course syllabi requirements.

Honor Code Information Session for Faculty: The Office of Undergraduate Academic Integrity will be hosting interactive training sessions on the new Honor Code for all faculty. Faculty are encouraged to attend one of the sessions listed below:

- a. Monday, August 21, 2017: 1:00 p.m.-2:30 p.m. in Brush Mountain Room B located in the Squires Student Center
- b. Tuesday, August 22, 2017: 1:00 p.m.-2:30 p.m. in Brush Mountain Room B located in the Squires Student Center
- c. Wednesday, August 23, 2017: 1:00 p.m.-2:30 p.m. in Room 300 located in the Squires Student Center
- d. Thursday, August 24, 2017: 1:00 p.m.-2:30 p.m. in Brush Mountain Room B located in the Squires Student Center

Faculty who plan to attend a session will need to pre-register at the following link at least 24 hours prior to the session: <https://app.nli.tlos.vt.edu/#/offerings/Fall%202017?offering=5733>.

Policy Requirement: Faculty are expected to adhere to the policy pertaining to the reporting and adjudication of suspected violations of the Honor Code. Any suspected violation of the Honor Code should be reported promptly, in writing, to the Office of Undergraduate Academic Integrity. Forms for this purpose are available from all department offices, the Office of Undergraduate Academic Integrity, and the honor system website located at <http://honorsystem.vt.edu/>. The newly established Office of Undergraduate Academic Integrity has a group of dedicated members who are available to assist you in resolving cases of academic misconduct in a timely manner.

Syllabi Requirements: All Undergraduate course syllabi shall contain a section that states and refers the student to the Honor Code Procedures on the University website. The minimum required statement is listed below. Additional information about the expectation of academic integrity in a particular course may be appropriate.

SYLLABUS STATEMENT

The Undergraduate Honor Code pledge that each member of the university community agrees to abide by states:

“As a Hokie, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

Students enrolled in this course are responsible for abiding by the Honor Code. A student who has doubts about how the Honor Code applies to any assignment is responsible for obtaining specific guidance from the course instructor before submitting the assignment for evaluation. Ignorance of the rules does not exclude any member of the University community from the requirements and expectations of the Honor Code.

For additional information about the Honor Code, please visit:

<https://www.honorsystem.vt.edu/>

Honor Code Pledge for Assignments:

The Virginia Tech honor code pledge for assignments is as follows: “I have neither given nor received unauthorized assistance on this assignment.”

The pledge is to be written out on all graded assignments at the university and signed by the student. The honor pledge represents both an expression of the student’s support of the honor code and an unambiguous acknowledgment that the student has, on the assignment in question, abided by the obligation that the Honor Code entails. In the absence of a written honor pledge, the Honor Code still applies to an assignment.

Syllabi Suggestions Include:

1. All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Honor Code. All projects and homework assignments are to be completed individually unless otherwise specified.
2. Commission of any of the following acts shall constitute academic misconduct. This listing is not, however, exclusive of other acts that may reasonably be said to constitute academic misconduct. Clarification is provided for each definition with some examples of prohibited behaviors in the Undergraduate Honor Code Manual located at <https://www.honorsystem.vt.edu/>

A. CHEATING

Cheating includes the intentional use of unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise, or attempts thereof.

B. PLAGIARISM

Plagiarism includes the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof.

C. FALSIFICATION

Falsification includes the statement of any untruth, either verbally or in writing, with respect to any element of one's academic work, or attempts thereof.

D. FABRICATION

Fabrication includes making up data and results, and recording or reporting them, or submitting fabricated documents, or attempts thereof.

E. MULTIPLE SUBMISSION

Multiple submission involves the submission for credit—without authorization of the instructor receiving the work—of substantial portions of any work (including oral reports) previously submitted for credit at any academic institution, or attempts thereof.

F. COMPLICITY

Complicity includes intentionally helping another to engage in an act of academic misconduct, or attempts thereof.

G. VIOLATION OF UNIVERSITY, COLLEGE, DEPARTMENTAL, PROGRAM, COURSE, OR FACULTY RULES

The violation of any University, College, Departmental, Program, Course, or Faculty Rules relating to academic matters that may lead to an unfair academic advantage by the student violating the rule(s).

3. The Office of Undergraduate Academic Integrity will be sponsoring “Understanding the Virginia Tech Honor Code” sessions for students during the dates and times listed below. These sessions will be interactive sessions in which the Office of Undergraduate Academic Integrity discusses what constitutes a violation of the Honor Code and ways in which students can avoid violations of the Honor Code. Specific examples will be utilized to assist students in better understanding the University’s expectations. The same material will be covered at each session. Please encourage your students to attend one of the sessions below:
 - a. Tuesday, September 5, 2017: 6:30 p.m.-8:00 p.m. in the Graduate Life Center Auditorium
 - b. Wednesday, September 6, 2017: 6:30 p.m.-8:00 p.m. in the Graduate Life Center Auditorium
 - c. Thursday, September 7, 2017: 6:30 p.m.-8:00 p.m. in the Graduate Life Center Auditorium
 - d. Friday, September 8, 2017: 6:30 p.m.-8:00 p.m. in the Graduate Life Center Auditorium

Students who plan to attend a session will need to pre-register by emailing honorsys@vt.edu at least one hour prior to the session.

4. **Encourage students to complete the Academic Integrity Module:** The Academic Integrity Module will be made available to faculty upon request by emailing honorsys@vt.edu.
5. **Clearly Explain Assignment Expectations:** Take time to think about the assignments that you give in your course. If you have expectations regarding how the assignment is completed, please specify this to students. For example, if the assignment is to be completed without assistance from others, please discuss this on individual assignments or in your syllabus. Also, consider whether or not there is material that you do not want the student to use. If you have that information please make sure that students know.
6. **Academic Misconduct Sanctions:** Students who view the sanctions associated with violating the Honor Code as having a significant impact on their course grade are less likely to commit academic dishonesty than those who view the potential sanctions as minor. It is important that faculty send the message to students early in the course that all forms of academic misconduct are taken seriously and will be sanctioned appropriately. We recommend that faculty place the following language in their syllabi:

“If you have questions or are unclear about what constitutes academic misconduct on an assignment, please speak with me. I take the Honor Code very seriously in this course. The normal sanction I will recommend for a violation of the Honor Code is an **F*** sanction as your final course grade. The F represents failure in the course. The “*” is intended to identify a student who has failed to uphold the values of academic integrity at Virginia Tech. A student who receives a sanction of **F*** as their final course grade shall have it documented on their transcript with the notation “FAILURE DUE TO ACADEMIC HONOR CODE VIOLATION.” You would be required to complete an education program administered by the Honor System in order to have the “*” and notation “FAILURE DUE TO ACADEMIC HONOR CODE VIOLATION” removed from your transcript. The “F” however would be permanently on your transcript.”