

Honor Code



Honor Code

The Honor Code is the University's statement about academic integrity. It governs student conduct in all academic endeavors and guides the relationship between students and faculty.

- » [The Honor Code](#)
- » [Interpretations of the Honor Code](#)



Reporting Concerns

It is the responsibility of all members of Stanford community to report Honor Code or Fundamental Standard concerns. Learn why you should report, what the process is, and how we can help you.

- » [For Faculty/TAs](#)
- » [For Students](#)
- » [Online Reporting System](#)

Caso o grupo entenda poderá, respeitando a regra de um computador por grupo, aceder à página da instituição e obter material que complementa o aqui apresentado.

The Honor Code

What the Honor Code Is

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.

Honor Code Text

1. 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.
2. 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.
3. 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.

Violations of the Honor Code

Examples of conduct that have been regarded as being in violation of the Honor Code include:

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

Penalties for Violating the Honor Code

In recent years, most student disciplinary cases have involved Honor Code violations; of these, the most frequent arise when a student submits another's work as his or her own,

or gives or receives unpermitted aid. The standard penalty for a first offense includes a one-quarter suspension from the University and 40 hours of community service. In addition, most faculty members issue a "No Pass" or "No Credit" for the course in which the violation occurred. The standard penalty for multiple violations (e.g. cheating more than once in the same course) is a three-quarter suspension and 40 or more hours of community service

Reporting an Honor Code Concern: Faculty

Thank you for consulting the Office of Community Standards about your possible Honor Code concern. We encourage you to also view the [Student Judicial Charter of 1997](#) that, among other things, outlines your rights in the process.

Although this process does require a time commitment from you, we think you will find it fair. We strive to make it a student-centered process with a focus on education.

How to Submit a Concern

The Office of Community Standards is now using online forms for the filing of formal concerns of alleged Honor Code and Fundamental Standard violations. Submission of a form initiates the judicial process. If you are filing a concern for the first time or if you are not yet ready to file a formal concern but need more information, please contact the Office of Community Standards at (650) 725-2485 or community_standards@stanford.edu before you complete the form.

Following the entry of basic information on the form, you will upload a letter of concern and any relevant supporting documents. The letter of concern should outline what happened, when and where the incident occurred, who was involved/has direct knowledge of the incident, the student(s) involved, how it came to your attention, and what steps have been taken thus far. If the concern includes information from a person who wants to remain anonymous, please contact the Office of Community Standards at (650) 725-2485. Do not enter that person's name on the form or reference information from that person in the letter of concern.

To report an **Honor Code** concern, click [here](#).

Who Investigates Concerns

When a concern is filed, the matter is assigned a Judicial Advisor and Judicial Officer. The Judicial Officer is responsible for investigating the concern. **Be aware that all information provided to the Judicial Officer is considered evidence, shared with**

the responding student, and eventually given to a panel if the concern results in a charge.

Since the Judicial Officer is not an expert in your field or on the expectations of your class, it may be helpful for the Judicial Officer to meet and review the material with you to better understand the specific nature of your concern before meeting with the responding student. The Judicial Officer is **more than willing** to come to your office if a meeting is appropriate.

When to Submit a Concern

The Charter recommends that your concern be submitted to our office within sixty days of the date of the incident. However, in order to accomplish the educational goals of the process, to provide timely due process, and to avoid unnecessary complications to the investigatory process (because witnesses and/or evidence may no longer be available, memories fade, etc.), you are strongly urged to submit your concern immediately upon discovery.

Maintaining Confidentiality

The Charter also states that, "all parties are expected to be respectful of the confidential nature of any knowledge or information they may have about a judicial case or the other parties involved". Recognizing that discussion amongst the teaching staff serves an important educational function, we would ask that, when it is appropriate to discuss an Honor Code matter with other staff, you use the utmost discretion to maintain the student's privacy (e.g., discuss the incident, not the name of the student).

Grading

Students responding to an Honor Code concern should be treated as any other student. Grade all of their work as you would grade any other student's work. If it is time to issue a final grade, do not assign a grade; leave the field blank when entering your grades on Axxess. If the student is found responsible for violating the Honor Code in your class, you will determine his/her grade at that time. The Judicial Advisor can offer information about how other instructors have handled grading.

Additional Questions

Please peruse the rest of our website to view the [Student Judicial Charter of 1997](#), the [Honor Code](#), [Fundamental Standard](#), and the [Interpretations and Applications of the Honor Code](#).

Should you have any questions about the process or your concern, do not hesitate to contact us at community_standards@stanford.edu or (650) 725-2485.

Report an Honor Code Concern: Students

If You Aren't Sure You Want to Report a Concern

Anyone may contact the Office of Community Standards at (650) 725-2485 to request a consultation about a possible concern. Talking with someone in the Office of Community Standards does not obligate the person to file a concern; investigations do not begin unless and until an official written concern is filed.

Students who decide to proceed with the filing of a concern can follow the same instructions that are provided to faculty for [reporting an Honor Code violation](#). The process is similar in a Fundamental Standard concern.

Suggestions and Procedures for Sensitive Cases

Because many student-on-student Fundamental Standard situations are extremely sensitive, the Office of Community Standards encourages a student who is considering filing a Fundamental Standard concern to meet with the Judicial Advisor and Judicial Officer to discuss the process.

Sometimes, when a student is reluctant to file a concern independently, a third-party (such as a [Residence Dean](#)) may file the concern jointly with the student or on the student's behalf.

Be aware that you have a right to have someone accompany you to meetings during the entire process.

An alternate judicial process, called the [Alternate Resolution Process](#), is available for cases related to sexual assault, sexual harassment, and stalking.

How to Report a Concern

Thank you for consulting the Office of Community Standards about a possible concern. Although not as frequent as concerns by faculty or staff, student concerns under both Stanford's [Honor Code](#) and [Fundamental Standard](#) are possible and encouraged when appropriate.

While at our website, we encourage you to also see the [Student Judicial Charter of 1997](#) that, among other things, outlines the rights of a reporting party in the judicial affairs process at Stanford.

Who Investigates Concerns

The [Judicial Officer](#) (JO) is responsible for investigating concerns. In submitting a concern information that would be helpful typically would include the following:

Letter/email summarizing the concern (e.g., the incident, the date of incident, the class, the assignment, staff involved, how it came to your attention, what the problem is, what has been done with the concern thus far, etc.)

Relevant materials (e.g., documents, photographs, copy of written or other work, etc.)

Be aware that all information provided to the Judicial Officer is considered evidence, shared with the responding student, and eventually given to a panel if the concern results in a charge.

When to Submit a Concern

The Charter recommends that your concern be submitted to our office within sixty days of the date of the incident. However, in order to accomplish the educational goals of the process, to provide timely due process, and to avoid unnecessary complications to the investigatory process (because witnesses and/or evidence may no longer be available, memories fade, etc.), you are strongly urged to submit your concern immediately upon discovery.

Beyond the formal concern, should you wish to discuss the process informally, please do not hesitate to call/meet with a [Judicial Advisor](#) and/or a Judicial Officer.

The Charter also states: "all parties are expected to be respectful of the confidential nature of any knowledge or information they may have about a judicial case or the other parties involved".

Please check out the rest of our website, which also includes a graphic [flow chart](#) of the student judicial affairs process.

The Investigation Process

Once the Judicial Officer receives a letter of concern, the Judicial Officer will contact the responding student in order to schedule a preliminary meeting. At this meeting, the responding student will hear the concern and will be shown whatever documentation the Judicial Officer has. He/she will also:

1. Meet with the Judicial Advisor to be informed of his/her rights and responsibilities,
2. Have the option to meet with the Judicial Officer for an interview, and
3. Be asked to submit a written statement about the incident.

This may conclude the investigation, since the responding student may acknowledge that they are responsible for the concern in question. The Judicial Officer will then file a formal charge, which moves the case to a Judicial Panel hearing.

In a case where the responding student denies the allegation, his/her statement serves as an alternative explanation of the incident. The Judicial Officer will show the statement to you. If the student denies the allegation and the Judicial Officer believes that a

violation occurred, the Judicial Officer must decide whether a Judicial Panel would likely agree with the assessment. (The burden of proof is "beyond a reasonable doubt.")

If she believes that a panel would likely agree, the Judicial Officer will charge the student, moving the case to a hearing. The Judicial Officer will keep you informed as she makes these decisions.

Note that if the Judicial Officer does not charge a student, and you disagree with the decision, you have the right to request that a Judicial Panel hearing be convened in order to hear the evidence.

Although the Judicial Officer will strive to keep you apprised of the status of the investigation, please do not hesitate to contact the JO if you have any questions about the case or about the process in general.

How You, a Reporting Party, Can Prepare for a Hearing

If a case will proceed to a hearing by a Judicial Panel, then the Judicial Advisor will arrange the hearing and will contact you to discuss dates that work with your schedule, as well as with that of the responding student.

A hearing involves a presentation of the facts of the case:

- You summarize your concern and point out any information that may have become pertinent as a result of the investigation and/or the person's response
- Panelists and the responding student may ask you questions
- The responding student presents his/her position
- Panelists may ask the responding student questions
- The panel adjourns for deliberations, at which time you are free to leave (it takes about 20-45 minutes in an uncontested case)
- The Judicial Advisor will notify you, via e-mail, about the outcome.

Additional Questions or Comments

Should you have any questions about the process or the case, do not hesitate to contact us at community_standards@stanford.edu or contact the Office of Community Standards at (650) 725-2485.