

APPENDIX IV

PROPOSED HONOR CODE COUNCIL OFFICE

1. HONOR CODE COUNCIL OFFICE:

A high profile Honor Code Council Office should be created and charged with the responsibility for coordinating efforts to promote academic integrity and to reduce and control academic dishonesty, including the following:

- a. Oversee all activities of the Honor Code Council.
- b. Coordinate training on academic integrity/academic dishonesty.
- c. Coordinate all communication efforts.
- d. Monitor all relevant data.
- e. Assess the effectiveness of intervention strategies and recommend changes.

The Honor Code Council should report to the Vice President for Student Affairs. A Director, who is appointed jointly by the Vice President for Student Affairs and the Provost, will run the Honor Code Council Office.

Director's Responsibilities:

- a. Communicate and promote the Honor Code to the Mississippi State University community.
- b. Determine whether alleged violations should proceed to a Hearing Panel.
- c. Review Honor Code policies and report annually to the Vice President for Student Affairs, Provost, Faculty Senate and Student Senate.
- d. Serve as an ex-officio member of the Honor Code Council.

Associate Director's Responsibilities:

- a. Receive and respond to alleged violations of the Honor Code.
- b. Select investigators, panels for hearings and appeals, and panel chairs.
- c. Maintain the records of all Honor Code Council proceedings.
- d. Record findings of the hearing and appeal panels.
- e. Develop and conduct a training program for members of the Honor Code Council.
- f. Assign investigators to cases.
- g. Check student backgrounds for previous violations of the Honor Code.

2. HONOR CODE COUNCIL:

Students and faculty will serve on the Honor Code Council and will be actively involved in developing and enforcing standards pertaining to academic integrity.

The Honor Code Council will provide due process to alleged violators, including:

- a. Authority
- b. Jurisdiction
- c. Notice
- d. Hearings
- e. Appeal

The Honor Code Council will consist of forty two (42) members:

- a. Two undergraduate students, one graduate student and two faculty members will be appointed from the colleges: Agriculture and Life Sciences; Architecture, Art, and Design; Arts and Sciences; Business and Industry; Education; Engineering; and Forest Resources.
- b. Two professional students, one graduate student and two faculty members will be appointed from the College of Veterinary Medicine.
- c. Two faculty members will be appointed from the Mitchell Memorial Library.
- d. Undergraduate student council members may be nominated by the Student Body President or their college dean and selected by the Honor Code Council selection process.
- e. Graduate student council members may be nominated by the Graduate Student Council or their college dean and selected by the Honor Code Council selection process.
- f. All faculty council members are nominated by their respective Dean. At least one faculty member from each college must be a member of the graduate faculty. The Dean's nominations are forwarded to the Provost and to the President of the Robert Holland Faculty Senate for approval.
- g. The Honor Code Council Director and Associate Director will serve as ex-officio members of the council.

The duties of the Honor Code Council include:

- a. Attend scheduled meetings of the Honor Code Council.
- b. Communicate and promote the Honor Code to the Mississippi State University community (Appendix I).
- c. Provide training for faculty and faculty assistance (Appendix II).
- d. Advise students and faculty who report violations of the Honor Code.
- e. Serve as neutral investigators of alleged Honor Code violations.
- f. Serve as panel members during hearings of alleged Honor Code violations.
- g. If elected, serve as Chair or Vice-Chair of the Honor Code Council.

Terms of the Honor Code Council:

- a. Members' terms are two years, except for the initial appointments.

- b. Terms begin at the end of the spring semester and end at the conclusion of the spring semester of the final year of their appointment.
- c. Members may serve two consecutive terms.
- d. Participate in training as designated by the Honor Code Council Director.
- e. Members may be removed from office for violations by Honor Code Director.
- f. Replacement of members is made by the respective entity for the remaining portions of their terms.

Officers of the Honor Code Council:

- a. Chair selected internally by Honor Code Council annually.
- b. Vice-Chair selected internally by Honor Code Council annually.

3. ANNUAL REVIEW:

The Honor Code Council shall be reviewed annually at the conclusion of each spring semester.

The results of the review are presented to the Student Senate, Faculty Senate, Vice President for Student Affairs, and Provost.

The Honor Code Council annually reviews the performance of the Honor Code Council Director and Associate Director. The Honor Code Council then forwards its evaluation and recommendations to the Vice President for Student Affairs prior to the end of the spring semester.