

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April 17, 1989
Revised: March 5, 2001
Revised: May 30, 2007

SUBJECT: AOP 12.07 Student Honor Code Policy

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the procedures concerning enforcement of the Mississippi State University Student Honor Code and to promote understanding of these procedures.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the [Associate Provost for Academic Affairs](#) (APAA) with recommendations for revision presented to the [Provost and Executive Vice President](#) and the [Vice President for Student Affairs](#).

POLICY

Mississippi State University is dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional fields and assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. Ethical and honorable conduct in academic and research pursuits is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student. The Mississippi State University Student Honor Code has the purpose of articulating these ideals, defining expectations of conduct, and formalizing protocols for applying sanctions for academic misconduct.

PROCEDURE

- I. The [Student Honor Code Operational Procedures Manual](#) reflects the basis for policy and procedures related to academic integrity at Mississippi State University. The specific infrastructure for maintenance of the Student Honor Code is as follows:
 - a. The [Student Honor Code Office](#) shall be the central office for maintaining records of reported cases of academic misconduct, providing assistance and investigative capabilities in cases of alleged academic misconduct, and promoting academic integrity at Mississippi State University.

- b. Oversight of the Student Honor Code Office shall be the joint responsibility of the Provost and Executive Vice President and the Vice President for Student Affairs.
- c. The Director of the Student Honor Code Office shall be appointed jointly by the Provost/ Executive Vice President and the Vice President for Student Affairs and shall report directly to the VP for Student Affairs.
- d. The Student Honor Code Council shall be made up of both students and faculty and will be actively involved in developing and enforcing standards of academic integrity. The Student Honor Code Operational Procedures Manual shall specify the composition and method of selecting the council.
- e. The Student Honor Code Council aids the Student Honor Code Office in communicating the Honor Code to the Mississippi State University community, provides panel members during hearings of alleged misconduct, and fulfills other duties as may be necessary for the implementation of the Honor Code.

II. Specific details related to the procedures for handling of alleged cases of academic misconduct are specified in the [Student Honor Code Operational Procedures Manual](#). Some core principles of this document include:

- a. Individual faculty shall have the authority to handle cases of academic misconduct on their own if it is a student's first offense, or they may elect to have the Student Honor Code Council adjudicate the case and assign appropriate sanctions. Faculty electing to handle cases of academic misconduct on their own shall still report the outcome to the Student Honor Code Office.
- b. Faculty choosing to handle cases of academic misconduct on their own may assign grade penalties that include reduced grades on individual assignments or exams or a reduced grade for the course; they may assign a disciplinary sanction of an "XF" in a course; and they may assign an educational sanction requiring completion of the Academic Integrity Intervention Program (AIIP). Note that the AIIP may be required in addition to either of the previous sanctions or in lieu of any other sanctions.
- c. The Student Honor Code Council hearing panels have the authority to adjudicate cases when cases are brought to the council and to assign sanctions for those found responsible for violations of the Student Honor Code.
- d. Students may appeal a decision by a faculty member to the Student Honor Code Council, within the time limits specified in the Student Honor Code Operational Procedures Manual.
- e. Cases not handled by faculty members or not resolved in consultation with staff from the Student Honor Code Office shall be adjudicated by a Hearing Panel of the Student Honor Code Council. Hearing panels shall consist of three faculty members and two student members of the Council, plus a non-voting Chair. Where the case involves a graduate student, faculty members on the panel must be members of the MSU Graduate Faculty, and students must be graduate students. If the case involves a College of Veterinary Medicine student, then a voting majority of the hearing panel shall consist of faculty and students from the College of Veterinary Medicine.
- f. Student Honor Code Council hearing panels may assign sanctions including suspension or permanent expulsion from the university.
- g. Students may appeal a decision made by a Student Honor Code Council hearing panel. The request for an appeal must be made in writing to the Director of the Student Honor Code

Office within the time limits specified in the Student Honor Code Operational Procedures Document. An appeal hearing panel shall be made up of Student Honor Code Council members (not to include any of the original hearing panel members). The decision of the appeal hearing panel is final and cannot be appealed.

- h. A student receiving an “XF” sanction may petition the Director of the Student Honor Code Office to have the “X” removed from the transcript following completion of the AIIP if the student has not previously completed the AIIP for an earlier violation. If the petition is granted, the “F” remains on the student’s transcript and cannot be removed or replaced by retaking the course or through a forgiveness policy.
- i. With the recommendation of the reporting faculty member and the Student Honor Code Office, graduate students or DVM students found responsible for a violation of the Student Honor Code may, in addition to any other sanctions received, be placed on academic misconduct probation immediately upon a finding of responsibility and may remain on probation until the end of the subsequent fall or spring semester. It should also be determined whether, during this probationary period, the graduate student will be allowed to take preliminary/comprehensive examinations or defend/submit a thesis or dissertation. For a DVM student, it should be determined by the Honor Code Board whether the student will be eligible for externships, off-campus advanced clinical rotations, or any other off-campus activities for academic credit during the probationary period.
- j. Graduate students or DVM students found responsible for a second violation of the Student Honor Code shall be expelled from the university except under rare extenuating circumstances that must be justified in writing by a Student Honor Code Council hearing panel.
- k. Mississippi State University has the right to revoke the degree of a former student if a finding of academic misconduct is determined after the student has graduated, and if the sanction assigned for the misconduct would have caused the student to be ineligible to receive the degree at that time.

III. Revision of the Student Honor Code

- a. Minor changes to the Student Honor Code that do not substantively change or place the document in conflict with this Academic Operating Policy may be recommended by the [Director of the Student Honor Code Office](#) to the [Associate Provost for Academic Affairs](#) and the [Vice President for Student Affairs](#).
- b. If the [Associate Provost for Academic Affairs](#) and the [Vice President for Student Affairs](#) deem that the changes do not substantively change the Student Honor Code or place the document in conflict with this AOP, the recommended changes may be incorporated into the Student Honor Code document.

AUTHORIZATION

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2018

APPROVED BY:

/s/ Bill Kibler
Vice President for Student Affairs

05/08/2014
Date

/s/ Peter L. Ryan
Associate Provost for Academic Affairs

05/09/2014
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

05/13/2014
Date

/s/ Gerald Emison
President, Robert Holland Faculty Senate

05/19/2014
Date

REVIEWED BY:

/s/ Lesia Ervin
Director, Internal Audit

05/30/2014
Date

/s/ Joan Lucas
General Counsel

06/03/2014
Date

APPROVED BY:

/s/ Mark Keenum
President

06/09/2014
Date