

NAU HRM Honor Code Instructions



1. Read and thoroughly understand this document, you will be held to it.
2. Print this document for your future reference.
3. Read and sign the last page, check the appropriate status boxes and turn the signed form into HRM.

Northern Arizona University
School of Hotel & Restaurant Management
Re: HRM Honor Code
P.O. Box 5638
Flagstaff, AZ 86011-5638



NAU – HRM HONOR CODE

POLICY ON ACADEMIC DISHONESTY

Violations of the Student Code of Conduct which exclusively involve issues of Academic Dishonesty are normally dealt with by faculty and academic administrators, rather than the Dean of Students. Allegations of academic dishonesty may be initiated by both students, and faculty or where appropriate, by administrative personnel. Informal procedures (see sections I and II of this Appendix) apply when the student has no previous record of academic dishonesty after an examination of the records by the Associate Provost – Undergraduate Studies, and when the proposed sanctions do not include suspension or expulsion of the student. Formal procedures (see section III of this Appendix) apply when there is a record of previous academic dishonesty, or when there are other aggravating circumstances or when recommended sanctions include suspension or expulsion.

ACADEMIC INTEGRITY means that students and faculty jointly agree to adhere to a code of conduct appropriate to the mutually trusting relationship that must exist between student and teacher. Those values will not allow either to take credit for work not their own, or to be deceitful in any way, or to take unfair advantage of other students or of each other, or to be other than totally truthful and straightforward in all that they do.

ACADEMIC DISHONESTY is a form of misconduct that is subject to disciplinary action under the Student Code of Conduct and includes the following: cheating, fabrication, fraud, facilitating academic dishonesty and plagiarism.

1. **Plagiarism:** any attempt to pass off other's work as your own.
2. **Cheating:** any attempt to gain an unfair, hidden advantage over one's fellow students.
3. **Fabrication:** any attempt to present information that is not true.
4. **Fraud:** any attempt to deceive an instructor or administrative officer of the university.

Furthermore, any attempt to facilitate any act of academic dishonesty on the part of oneself or others shall constitute a violation of this policy.

ACADEMIC VIOLATIONS GUIDELINES

It is the responsibility of the individual faculty member to identify instances of academic dishonesty and recommend penalties to the department chair and/or dean in keeping with the severity of the violation. If it is determined that the violation is minor, the faculty member may decide the only necessary action is a conference with the student and/or verbal chastisement. Should it be determined that the violation merits a more severe penalty than verbal chastisement, the faculty member may decide that one of the following progressive penalties is appropriate:

1. Assign the student extra course work.
2. Require the assignment or examination to be repeated.
3. Reduce the grade on the assignment or examination.
4. Award zero grade on the assignment or examination.
5. Require the student drop the course.
6. Award a failing grade in the course.

Before taking action on a penalty, the faculty member must check with the department chair and/or dean and the Associate Provost – Undergraduate Studies for any record of previous academic dishonesty. The severity of the penalty shall depend on the nature of the infraction, the degree to which the academic project involved affects the course grade, and the past record of academic dishonesty of the student.

If the student has a past record of academic dishonesty, the minimum penalty shall be a failing grade in the academic project connected with the violation. In addition, the faculty member may, through departmental channels, recommend actions more severe than those listed above such as suspension, etc., suspension and/or dismissal from school. ***WRITTEN DOCUMENTATION OF THE PENALTY IMPOSED AT ANY LEVEL MUST BE FORWARDED TO THE ASSOCIATE PROVOST – UNDERGRADUATE STUDIES.**

STUDENT DISCIPLINARY PROCEDURES

The following procedures are intended to carry out the policy and procedures described by the Student Disciplinary Procedures Sections 5-403-A, 5-403-D-G, and the Code of Conduct. The student who is charged with the misconduct may be assisted throughout the proceeding by an adviser of his/her own choosing, who may be an attorney. The adviser's role is limited to assisting the student. The adviser may not speak on behalf of the student unless: (1) the evidence or arguments on behalf of the academic unit are presented by an attorney or law student; or (2) special circumstances require the need for such representation, e.g., a handicapping condition which limits ability of the student to present evidence on his/her own behalf.

- I. Informal Academic Procedures –
Written records are to be kept at all levels.

A. Standard Academic Units

- a. Professor/Student Academic Dishonesty Procedures

Upon receipt of a referral or discovery of an alleged violation, the professor shall proceed as follows:

The professor will call a meeting between himself/herself and the student (respondent) and try to resolve the matter at that level. If unable to do so, the matter is referred to the next level.

- b. HRM Academic Dishonesty Procedures

Upon receipt of a referral or discovery of an alleged

violation, the Dean shall proceed as follows:

The Dean will call a meeting of the complainant(s), the respondent(s), the Dean and/or anyone else the Dean deems appropriate, and try to resolve the matter at that level. If unable to do so, the matter is referred to the next level.

- B. Matters not solved by a or b above

Upon receipt of a referral or discovery of an alleged violation the Office of the Provost shall proceed as follows:

The office of the Provost or designee will call a meeting of the complainant(s), the respondent(s), himself or his representative and anyone else deemed appropriate by the Provost.

The sanction(s) recommended by the Office of the Provost shall be final. If Formal Procedures are to be followed, refer to Student Disciplinary Procedures 5-403-D-G.

- II. Informal Academic Procedures Sanctions
 - a. Any level in the informal procedure (see I A. above) may initiate sanctions described in the Code of Conduct and may initiate and recommend sanctions less severe than those.
 - b. See Student Disciplinary Procedures 5-403-A-4 for appeals of informal procedures and sanctions.
- III. Formal Procedures
See Student Disciplinary Procedures 5-403-D-G.

NAU – HRM HONOR CODE

Examples of Academic Dishonesty

Students shall observe complete honesty in all academic matters. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

1. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.
2. Giving false or misleading information regarding an academic matter.
3. Copying information from another student during an examination.
4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of any examination or any work to be submitted for academic credit.
5. Obtaining prior knowledge of examination materials (including by using copies of previously given examinations obtained from files maintained by various groups or organizations) in an unauthorized manner.
6. Selling or giving to another student unauthorized copies of any portion of an examination.
7. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
8. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
9. Falsifying material relating to course registration or grades, either for oneself or for someone else.
10. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
11. Taking an examination in the place of another student.
12. Making unauthorized changes in any reported grade or an unofficial academic report form.
13. Falsifying scientific or other data submitted for academic credit.
14. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
15. Committing the act of plagiarism – the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source.
16. Using computing facilities or library resources in an academically dishonest manner.
17. Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation, hearing or appeal.

All students are strongly urged to ask their faculty or staff members to clarify what types of conduct are authorized or unauthorized in each course.

(The James Madison University Honor Code)

NAU-HRM Honor Code



Those who belong to HRM – Faculty, staff, and students – owe each other honorability. We should all be committed to a process of growth – *honest* growth. Dishonorable activities are like cancer. They poison our relationships and change our essential integrity. They make us *less*.

The simple code of HRM is: ***We don't cheat, and we don't allow cheating.*** We believe that *how* you pursue your goals is more important than attaining them. Pursue your goals with honesty. Your professors demand it. Your employers will demand it. Your heart should demand it of you. If it doesn't, you are in the wrong place.

Can we put it any more bluntly? Carefully read the attached NAU-HRM Honor Code, which HRM supports and enforces, and then sign the statement below.

I, _____, understand the NAU-HRM Policy on Academic Dishonesty and accept the responsibilities and consequences of the policy.

(Signature)

(Date)

Please Check All that Apply:

Major:	HRM	[]
	IHM	[]
	Other	[]
	Undecided	[]
	Statewide	[]