



Honor Board

Stevens Institute of Technology
Hoboken, New Jersey



Recommended Penalty Matrix

| Type of Violation | Penalty |
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| Homework | |
| Copying/Giving Answers | Minimum Zero on the assignment, Removable Academic Sanction pending a five page essay. |
| | Maximum Full letter grade drop in the course, Removable Academic Sanction pending the ethics course. |
| Lack of Referencing | Minimum Partial credit on the assignment, Removable Academic Sanction pending a five page essay. |
| | Maximum Zero on the assignment, Removable Academic Sanction pending the ethics course. |
| Prohibited Collaboration | Minimum Partial credit on the assignment, Removable Academic Sanction pending the ethics course. |
| | Maximum Zero on the assignment, Removable Academic Sanction pending the ethics course. |
| Exam/Assignment | |
| Plagiarism (on an assignment worth less than 15% of the final grade) | Minimum Partial credit on the assignment, Removable Academic Sanction pending a five page essay. |
| | Maximum Zero on the assignment, Academic Sanction. |

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| Plagiarism (on an assignment worth greater than/equal to 15% of the final grade) | Minimum Zero on the assignment, Removable Academic Sanction pending the ethics course. |
| | Maximum Failure in the course, Academic Sanction. |
| Giving/Receiving Aid (less than 15% of the final grade) | Minimum Zero on the assignment, Removable Academic Sanction pending five page essay. |
| | Maximum Failure in the course, Removable Academic Sanction pending the ethics course. |
| Giving/Receiving Aid (15%-25% of the final grade) | Minimum Zero on the assignment, Removable Academic Sanction pending the ethics course. |
| | Maximum Failure in the course, Academic Sanction. |
| Giving/Receiving Aid (greater than 25% of the final grade) | Minimum Failure in the course, Removable Academic Sanction pending the ethics course. |
| | Maximum Failure in the course, Academic Sanction, One year suspension. |
| Take/Taken Test or Quiz | Expulsion, Failure in the course. |
| Final Exam/Assignment | |
| Giving/Receiving Aid or Plagiarism | Minimum Failure in the course, Academic Sanction. |
| | Maximum Failure in the course, Academic Sanction, One year suspension. |
| Giving/Receiving Prior Knowledge | Expulsion, Failure in the course. |

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| Take/Taken Final | Expulsion, Failure in the course. |
| Miscellaneous | |
| Falsifying Attendance Sheet | Minimum Zero for the attendance portion of the final grade. |
| | Maximum Full letter grade drop in the course, Removable Academic Sanction pending the ethics course. |
| Forged Grade | Minimum Failure in the course, Academic Sanction, One Semester Suspension. |
| | Maximum Expulsion, Failure in the course. |
| Perjury | Expulsion |
| Prior knowledge of the content of a test, midterm, or final through stealing, seizure, purchase, et cetera. | Expulsion, Failure in the course. |
| Purposeful Breach of Confidentiality | Minimum One semester suspension |
| | Maximum Expulsion. |
| Violating Exam Room Conditions | Minimum Removable Academic Sanction pending the ethics course. |
| | Maximum Zero on the exam, Academic Sanction. |

| Ethics Course | |
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| Plagiarism/Unauthorized Aid | Minimum Failure in the ethics course resulting in the penalty pending. |
| | Maximum Expulsion. |

Last Edited by T. Kolankowski 12/5/2018

Notes

- Penalties are assigned on a case-by-case basis. Aggravating and mitigating factors will be considered in the rendering of the final penalty. Factors that are considered include, but are not limited to:
 - Class year of student
 - Type of assignment
 - Amount of assignment affected by the infraction
 - Number of assignments affected by the infraction
 - Premeditation
 - Malicious intent
 - Cooperation during the investigation
 - Second or Further Violation
- All assigned Academic Sanctions are set to last for the duration of the student's matriculation at Stevens.
- Any inquiries should be directed to the Honor Board at honor@stevens.edu.
- Aid is any outside source used during the completion of a submitted work. It can be in the form of a book, website, tutor, classmate, or any other source in which a student may receive assistance in completing their assignment. For cooperative work, all students involved should be listed as references.
- Authorized aid is any aid explicitly allowed by the instructor of the course, either in the syllabus, on the exam, or otherwise in writing distributed to all students before the exam. Unauthorized aid is any aid that is not authorized. Students may not use unauthorized aid on any submitted work.
- An Honor System violation is when one:
 - uses or provides unauthorized aid, fails to cite aid at any place used, or presents others' ideas or experiences as one's own;
 - commits fraud by "falsely [representing] a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed"^[1];
 - willfully swears a false oath or affirmation to tell the truth, or subornation thereof; or
 - purposefully discloses confidential information related to an Honor Board investigation to anybody other than members of the Honor Board, the Stevens administration, or the professor of a course the case involves, unless the case has been closed and explicit permission from all accused students involved has been

granted, or in the case of an accused student seeking witnesses or representation for an Honor Board hearing.

¹ "Fraud." West's Encyclopedia of American Law, edition 2. 2008. The Gale Group
10 Nov. 2013 <http://legal-dictionary.thefreedictionary.com/Fraud>

7. An Academic Sanction is a penalty levied by the Stevens Honor Board, which will be applied to a student's transcript. It is reserved for more serious violations of the Honor System and will be applied when deemed appropriate by the Honor Board. The Academic Sanction will include the following statement: "An Honor System violation was committed in Course XXX, Semester YY(S/F)". A removable Academic Sanction is an Academic Sanction that can be removed by fulfilling an educational assignment as specified by the Stevens Honor Board. To assign an Academic Sanction for a violation which occurs during a student's first or second academic year, or to assign a removable Academic Sanction for a violation which occurs during or after a student's third academic year, the Board may follow procedures for extraordinary penalties. Manuals outlining the requirements, timelines, and grounds for failure of these educational assignments shall be posted on the Stevens Honor Board website and shall be considered an extension of these Bylaws.