

Overview

The Stevens Honor System, established in 1908, upholds academic integrity, protects the value of a degree from Stevens, and creates an atmosphere of trust and honor amongst the undergraduate students and faculty members. The Stevens Honor System is, and has always been, students run; however, faculty members play a large and vital role in upholding the Honor System. The Stevens Honor Board is a group of elected undergraduates who supports the values of the Stevens Honor System and oversees its operation across campus.

THE PLEDGE

The Stevens Honor System requires the pledge to be written and signed on ALL undergraduate assignments, quizzes, exams, and final exams. If a student does not pledge their work, it may not be graded. If the student refuses to sign the pledge, it is treated as an automatic confession to an Honor System violation, and the Honor Board should be notified immediately. Please see the pledge below.

*"I pledge my honor that I have abided
by the Stevens Honor System."*

SYLLABUS

Every course syllabus must explicitly state what is permitted and what is not permitted for students to use during exams, homework, and other graded assignments as well as additional expectations regarding collaboration and citing sources. Clarifying these guidelines in writing removes any ambiguity when potential violations occur, and also diminishes the number of accidental violations.

Testing Procedures

PROCTORING

To foster an environment of trust, instructors, teaching assistants, and other authorized personnel are not allowed to actively proctor exams or quizzes. Active proctoring can be described as walking through rows of desks, looking over a student's shoulder, taking a student's exam away from them, etc. Instructors and teaching assistants are strongly encouraged to be present in the examination room to answer questions regarding the material. If you suspect a student(s) are committing an Honor System violation during an exam or quiz, report your suspicions to the Honor Board for investigation.

SEATING CHARTS

Seating charts must be filled out by the students for every quiz and exam, including mid-terms and finals. Seating charts can provide accurate documentation and serve as essential evidence in potential Honor System violations. Seating charts for every classroom can be found at: www.stevens.edu/sit/Registrar/room_seating_charts.

Things to Remember

- Use a seating chart for quizzes and exams.
- Remind students that they must pledge every assignment, quiz, and test.
- If you witness, or suspect a violation has occurred, submit a suspected violation report at www.stevens.edu/honor. If the assignment is worth 13% or less than the final course grade, you have the option to perform a faculty adjudication.

Please visit our website for more information, resources and to view The Bylaws of the Honor System: www.stevens.edu/honor



Honor System FACULTY GUIDE



Violations

REPORTING A VIOLATION

Faculty members who believe that a student has committed an Honor System violation should report it within ten business days of grading the assignment or examination. All suspected violations must be reported* electronically via a form found on the Honor Board's website: www.stevens.edu/honor. Any questions should be directed to the Honor Board's Executive Board at honor@stevens.edu, or to the Board's advisors, Deans Deborah Berkley and Kristie Damell.

Faculty Adjudication*

For assignments worth 13% or less of a course's total grade, faculty members have the option to adjudicate suspected violations through the Faculty Adjudication Process. The faculty member completes the faculty adjudication form with a student and submits it to the Honor Board. Penalties should be assigned in accordance with the Honor Board's established penalty matrix, and must be agreed upon by the student and the professor prior to submission to the Honor Board.

If a student chooses not to confess to the violation, and not participate in the Faculty Adjudication Process, the faculty member must then report the suspected violation to the Honor Board as described above.

The faculty adjudication form, the penalty matrix, and more information about the faculty adjudication process can be found at www.stevens.edu/honor.

**If a faculty adjudication form is signed with a penalty outside of the range listed on the penalty matrix, the Honor Board reserves the right to adjust the penalty to be within that range. The Honor Board may also increase the severity of a penalty if the student has prior Honor System violations.*

PENALTIES

The Honor Board has established a penalty matrix which is used when determining the appropriate penalty for a specific Honor System violation. The Honor Board penalties can consist of grade changes, transcript marks, suspension, and expulsion. Often times, penalties assigned will contain two components, a grade change and a removable/permanent academic sanction.

Grade Alteration/Change

- **Non-final** (i.e. changes to a test grade, quiz grade, homework grade, etc.) Faculty members are required to make necessary changes to a student's grade and affirm that the grade change is reflected in the student's grade composition.
- **Final** (i.e. letter grade drop in the course, failure in the course, etc.) The office of undergraduate academics and the advisors of the Honor Board will submit final grade change forms. No further action is required from the faculty member.

Academic Sanction

No action from the faculty member is required for a sanction.

- **Removable Academic Sanctions** The student is provided an opportunity to learn from the experience by completing a penalty essay or the Honor Board Ethics Course (HBEC). The sanction will be removed from the student's transcript upon successful completion of the essay or HBEC.
- **Permanent Academic Sanctions** These sanctions are usually given out for more egregious violations, upper-classmen, or students with multiple violations who previously completed the essay or HBEC.

Investigations

Faculty will be copied on all official case communications (Investigation Notification, Penalty Notification or Case Outcome Notification) to the accused student(s).

Once a violation is reported to the Honor Board, an investigation will occur (unless it is a faculty adjudication). An Investigative Committee of two Honor Board members will meet with accused student, faculty, possible witnesses, etc. to ask any questions or clarifications regarding the suspected violations as needed.

If the case proceeds to a hearing, you will be notified, and in most cases asked to attend. At a hearing, professors may be called as witnesses and/or give testimony on what they observed.

GRADING PROCEDURE

Faculty must grade the material in question and assign a final grade in the course at the end of the semester if the case has not been concluded. A grade change can be made if necessary at the end of the investigation. The only exception to this is essays where plagiarism may be present throughout the entirety. If this is the case, the professor may choose to not grade the assignment until the conclusion of the investigation. The professor must communicate this circumstance to the Honor Board.

