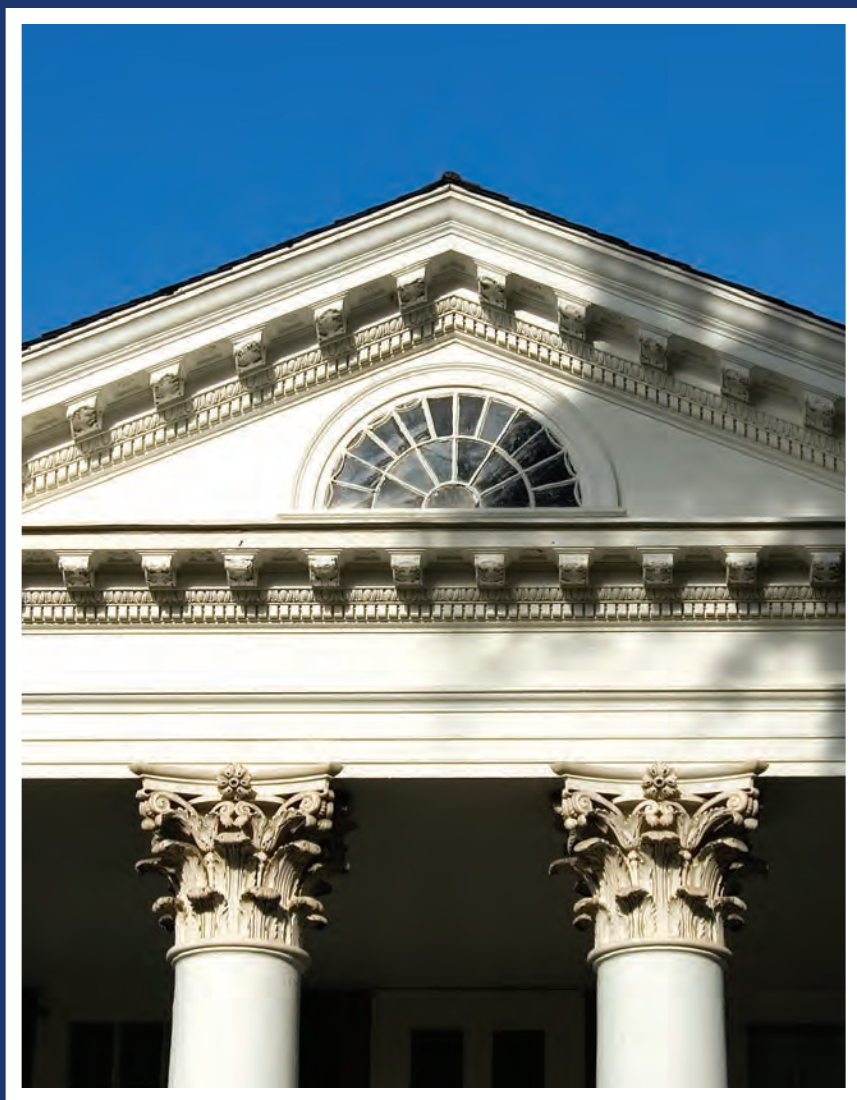


University of Virginia Honor Committee



Handbook for International Students


UNIVERSITY *of* VIRGINIA

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This booklet is not intended to provide a comprehensive or detailed description of Honor Committee policy or procedure, but rather an overview of the Honor System for international students. In addition, because aspects of the Honor System may change from time to time in response to changing standards determined by the student body, recent changes in the Honor System may not be reflected in the material contained here. For these reasons, students seeking detailed information about the current policies and procedures of the Honor System should refer to the Honor Committee Constitution and By-laws available at www.virginia.edu/honor, or should contact the Honor Committee at (434) 924-7602.



Introduction

Welcome to the University of Virginia!

For more than 170 years, the Honor System has been a defining characteristic of life at the University. The Honor System is founded upon a simple idea: a commitment made by all University of Virginia students never to lie, cheat, or steal. Each student at the University has signed a pledge to abide by the Honor System on their application for admission. Students have also committed themselves to governing the System—the Honor Committee is made up entirely of students and any part of the Honor Committee Constitution can be changed through a student vote. In pledging to live with honor and in accepting this responsibility for governing the System, students at the University enter into a compact we call the Community of Trust.

This booklet is intended to serve as an informative resource for international students at the University, and it includes answers to questions that international students have frequently asked about the Honor System. The booklet serves as a supplement to the Honor “Green Book,” which provides a more detailed overview of the principles of the Honor System and how the System operates.

If you have any questions about information contained in the following pages, or any other aspect of the Honor System, please contact an Honor Advisor or Honor Committee member at:

HONOR COMMITTEE
4th Floor, Newcomb Hall
(434) 924-7602
www.virginia.edu/honor



The Honor Committee thanks U.Va. Printing & Copying Services for assistance with this booklet.

Text in this booklet is written using the gender-neutral pronoun “they” for consistency.

A Brief Explanation of the Honor Process

Each student at the University has the responsibility to refrain from dishonorable conduct. All incoming students, regardless of year or background, are expected to abide by the Honor System upon arrival at the University. Accompanying this individual commitment to uphold the Honor System is another obligation—a collective responsibility to ask those who violate our standards of honor to leave the University. Accepting these responsibilities is vital to the successful maintenance of our student-run Honor System.

Criteria

An Honor offense is defined as a significant act of lying, cheating, or stealing committed with knowledge. Three criteria determine whether or not an Honor offense has occurred:

- **Act:** Was an act of lying, cheating, or stealing committed?
- **Knowledge:** The student knew, or a reasonable University of Virginia student should have known, that the act in question might be considered an Honor offense
- **Significance:** Would open toleration of the act in question be inconsistent with the Community of Trust?

In order for a student to be convicted of an Honor offense at a hearing, all three criteria must be proven beyond a reasonable doubt.

Conscientious Retraction

A privilege afforded to every student under the Honor System, a Conscientious Retraction (“CR”) allows a student who believes they have committed an Honor offense to admit their actions and make amends, if applicable, without actually leaving the Community of Trust. This admission, however, must be submitted before the student has reason to believe that their actions have come under suspicion. A student with the integrity and courage to come forward with a timely, good-faith retraction has thereby reaffirmed their personal commitment to honor and will be allowed to remain at the University.

To make a Conscientious Retraction, a student should contact an Honor Advisor immediately. Generally, in order to submit a complete CR, a student must completely acknowledge committing an act that might be an Honor offense by describing the act in question and the circumstances surrounding the commission of such act. The student must also agree to make appropriate corrections and/or amends with the person(s) their actions affected. In addition, the CR generally must be signed by all persons affected.

For further information about specific requirements for a CR in particular cases, students should contact an Honor Advisor or a member of the Honor Committee, either by phone (424-924-7601) or online (www.virginia.edu/honor/reports-retractions).

Informed Retraction

A right afforded to every student under the Honor System, an Informed Retraction (“IR”) allows a student who has been reported to the Honor Committee for an alleged act of lying, cheating, or stealing to take responsibility for an Honor offense and to make amends for it, both by admitting the offense to all affected parties and by taking a full two-semester Honor Leave of Absence from the University. The Informed Retraction is a philosophical extension of the Conscientious Retraction described above.

The Honor Committee requires students wishing to file an IR to complete and submit an Informed Retraction Form, which requires, among other things, the signatures of all persons affected by the offense (e.g. the professor for a course in which a student cheated on an exam). Upon submission to the Honor Committee, the IR will be reviewed for completeness and may be returned to the student for changes if necessary. Because a student who submits an IR agrees, implicitly, to recommit themselves to the Community of Trust and, accordingly, not to commit another Honor offense following submission of the IR, each student has the opportunity to have a single IR accepted during their time at the University.

For some international students, the submission of an Informed Retraction may affect the student's legal status in the United States. For students with either F or J visa status, the Leave of Absence from the University may result in a termination of the student's legal status in the U.S. This occurs once the Honor appeal process is waived or exhausted. International students should contact the International Studies Office at (434) 982-3010 with any and all questions about their visa status.

For further information about specific requirements for a Informed Retraction in particular cases, students should contact an Honor Advisor or a member of the Honor Committee, either by phone (424-924-7601) or online (www.virginia.edu/honor/reports-retractions).

Scope and Statute of Limitations

While a student should always conduct themselves honorably, a student is only formally bound by the Honor System in Charlottesville and Albemarle County, as well as anywhere a student represents themselves as a University of Virginia student (e.g. during study abroad). The geographic limitation is intended to prevent an over-extension of the Honor System, for the System can only act effectively where it is reasonably well-known and understood.

A case may be reported against anyone who was registered as a University of Virginia student at the time of the alleged Honor offense, regardless of whether the student subsequently left the University for any reason, as long as the report is made within two years of the date on which the alleged offense took place. Furthermore, a report may be filed against a University student for an alleged Honor offense that occurred within a period of two years after the student was registered or enrolled, but only for alleged lying by the student in any University disciplinary proceedings arising from the student's own conduct.

The Single Sanction

An accused student who is found guilty at an Honor hearing, or who has decided to leave admitting guilt (LAG), is permanently dismissed from the University. This penalty is known as the "single sanction." The notation "enrollment discontinued" is placed on the student's transcript to note the dismissal, though there is no outward indication that the dismissal resulted from an Honor offense. Dismissed students may receive aid from the Vice President and Chief Student Affairs Officer as they apply for transfer to another institution. Where such a student has already graduated, the Honor Committee will refer them to the General Faculty for degree revocation proceedings.

For some international students, this dismissal may affect the student's legal status in the United States. For students on either F or J visa status, a dismissal from the University results in a termination of the student's legal status in the U.S. This occurs once the Honor appeal process is waived or exhausted. International students should contact the **International Studies Office** at (434) 982-3010 with any and all questions about their visa status.

Investigation/Hearing Procedure

You can find a detailed overview of the procedures for an Honor case, including the report, investigation, and hearing, in the Honor “**Green Book**,” which you can pick up in the Honor Committee offices on the fourth floor of Newcomb Hall. Complete information can also be found in the Honor Committee By-laws (www.virginia.edu/honor/governing-documents)



Cheating and Academic Fraud

All students at the University pledge not to commit any act of cheating, which includes “academic fraud.” Academic fraud is a particular type of cheating that involves deceit or lying in the submission of academic work. This section briefly explains various types of academic fraud, which includes, among other things: **plagiarism**, **multiple submission**, **false citation**, and **false data**.

Plagiarism, the most common form of academic fraud, involves quoting or using the ideas of another author or source without acknowledging that those words or ideas were not your own. In other words, it is misrepresenting someone else’s ideas or work as your own original ideas or work.

The following page contains more information about plagiarism, as well as tips for avoiding it.

Multiple Submission is the use of work previously submitted to fulfill academic requirements in another class, either at the University of Virginia or another institution. For example, using a paper from a 12th Grade English class for an ENWR 1010 assignment would be considered multiple submission. Slightly altered work that has been resubmitted could also be considered an Honor offense. Some professors may allow students to complete one assignment for two classes. In this case, prior permission from both instructors is absolutely necessary.

False Citation is falsely citing a source or attributing work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

False Data is the fabrication or alteration of data to deliberately mislead. For example, changing data to get better experiment results is academic fraud. Professors and teaching assistants in lab classes will often have strict guidelines for the completion of labs and assignments. When in doubt about what may be considered falsifying data, immediately consult with the professor or TA.

Collaboration

Academic policies regarding collaboration can vary widely between schools, departments, and classes. Gaining a benefit through unauthorized collaboration is considered cheating. If, after reading a syllabus or assignment instructions, you are unsure if collaboration is permitted on an exam or assignment, **always consult with your instructor**.

“If your honor costs you nothing , if it does not require of you that you repeatedly take risks, that you evince courage, that you dare even to demonstrate love...then it means precisely nothing.”

– **Michael Suarez**

Professor of English

When is It Plagiarism?

In its most clear form, plagiarism involves copying words from another author without indicating, through quotation marks and proper citation, the source of the information. Plagiarism also arises in less blatant forms, the most common of which is the use of paraphrased material without proper citation. Merely changing the order of another author's words or ideas, or substituting your own words for another author's original ideas, will constitute plagiarism unless you clearly acknowledge the source of those ideas. In addition, if you use certain words or phrases that are distinctive to your original source, you should use quotation marks around these words or phrases, as they appear within your paraphrased material, even if you go on to cite the source.

On the other hand, certain information in any discipline may be considered "common knowledge" and may be used without acknowledgement. What is considered to be common knowledge varies among academic fields. When in doubt, consult a professor or TA. The important question is whether you have represented someone else's ideas or work as your own original ideas or work.

In short, when in doubt about plagiarism, err on the side of caution by using quotation marks, where appropriate—around direct quotes and any words or phrases that are distinctly those of the original author—and clearly acknowledging your sources. Because nobody can anticipate and describe every act that might be considered plagiarism, speak to your professor or consult another resource if you are at all uncertain.

If you use internet resources for your research, remember to use the proper citation.

Plagiarism can be a challenging concept for many students to grasp, as it reflects certain contradictions of American writing standards:

The Contradictions of American Academic Writing

Show you have done your research **BUT** Write something new and original

Appeal to experts and authorities **BUT** Improve upon, or disagree with experts and authorities

Improve your English by mimicking what you hear and read **BUT** Use your own words, your own voice.

Give credit where credit is due **BUT** Make your own significant contribution.

Avoiding Plagiarism and Other Forms of Cheating

Attributing credit for non-original work is accomplished through proper citation of the outside source. There are different methods for properly citing sources. To learn the correct method, you should always start by **speaking with the faculty member or teaching assistant** who is in charge of the particular assignment. The section below outlines three simple steps you can take to ensure that your academic work is free of plagiarism.

Step-By-Step Guidelines for Avoiding Plagiarism

1. After receiving an assignment for which the expectations regarding citation are unclear, first speak to the professor or TA to learn the preferred method of citation and any other expectations for citing sources. If any of these expectations remain unclear, ask your instructor for clarification. Professors and TAs are usually very willing to explain these requirements, and as the creator and grader of the assignment, they are also the most knowledgeable source of information about citations.
2. If, after speaking to your instructor, you feel that you need additional help learning the proper method of citation, consult one or more of the resources listed below. The University of Virginia Writing Center is a particularly helpful source; you can schedule a meeting with a tutor in the Writing Center for in-person assistance. Additionally, there are numerous online resources designed to help students learn citation requirements and techniques.
3. With the knowledge you gain from your instructor, the Writing Center, or from another source, you will be fully equipped to correctly attribute credit to outside sources and avoid plagiarism on any assignment.

Helpful Citation Sites

University of Virginia Writing Center

<https://virginia.mywconline.com/>

“Understanding Citations, Plagiarism and Paraphrasing: A University of Virginia Honor Committee Supplement.”

www.virginia.edu/honor/wp-content/uploads/2015/02/Plagiarism-supplement-2015_final.pdf

APA Style On-line

www.apastyle.org/

The Landmark Project's Citation Machine

<http://citationmachine.net/>

Online reference guide to the use of internet sources.

<http://www.bedfordstmartins.com/online/index.html>

A Manual for Writers of Research Papers, Theses, and Dissertations—Kate Turabian.

How to Get Involved with Honor

Honor Committee

The Honor Committee is comprised of two Honor Representatives from each of the twelve schools, except the College of Arts & Sciences, which has five. A new group of representatives is elected by the students of their respective schools in the spring semester each year. The twenty-seven member Honor Committee is ultimately responsible for the maintenance and administration of the Honor System. With the help of over one hundred Support Officers, the Honor Committee conducts Honor investigations and hearings, shares information about the Honor System to new students and faculty, and establishes programs and policies for the maintenance of the System from year to year. A five member Executive Committee is responsible for administering the Honor Committee's daily business, and the Committee maintains multiple subcommittees that provide outlets for regular student and faculty input on the Honor System.

If you are interested in running for a position on the Honor Committee, you must attend an informational meeting regarding the election process, which takes place early in the spring semester. Elections are administered by the University Board of Elections (UBE) and generally occur in mid-February. You can find more information about candidate registration and the elections process at www.student.virginia.edu/elections.

Honor Support Officers

Each year, the Honor Committee selects a group of approximately 35-40 students to serve as Honor Support Officers. Support Officers undertake a semester of training that prepares them to serve the Committee in various roles. Support officers work on cases as advisors, investigators, and hearing counsel, and they also serve as educators to promote understanding of the Honor System and facilitate discussion about the System and its ideals.

Any student can become an Honor Support Officer, though the demanding and sensitive nature of these positions requires a high level of commitment and dedication. Support Officers are generally recruited early in the fall semester. The process consists of a test and subsequent interviews. Watch the Honor website and Facebook page for postings about informational sessions and application deadlines. For additional information about Support Officers, refer to the "**Green Book**" or contact the Honor offices at (434) 924-7602.

"The Compact of Honor here at the University of Virginia is not negatively conceived.

It does not merely prevent you from lying, cheating and stealing. It is a positive commitment. It calls on you to tell the truth, to live honestly, to advance on your own merits. And most of all: it requires a deep respect, even a love for each of your fellow students...we assert that, without Honor, little else is worthwhile."

- Larry Sabato

Professor of Politics

Where to Go for More Information

For additional information about anything covered in this booklet, you may consult the Honor Committee website at www.virginia.edu/honor. Please also feel free to call the Honor offices at (434) 924-7602 or stop by the offices on the fourth floor of Newcomb Hall during business hours if you have any questions and would like to speak to an Honor Advisor or Committee member.

As mentioned on previous pages, you can find a more detailed overview of the Honor System and the Honor Committee in the “Green Book,” which you can pick up in the Honor Committee offices.



“The Honor Committee’s dedication to continuously change shows their commitment to the diverse student body that makes up UVA. I’ve been here for a while, and before that my sister went to school here. She was really involved on watching Honor from the outside and seeing how they tried to adapt to the changing UVA students. I have taken a similar role and am happy with most of the things that I see.”

- Tania Ghazar
College of Arts & Sciences

“The thing about Honor is that it aims to meet the students where they are and they do this by being involved in most aspects of the community.”

- Jannatul Pramanik,
Senior Resident, IRC

“I didn’t know what things like ‘unauthorized dual submission’ or ‘plagiarism’ were. The ideas of what is shared and common knowledge are very different from where I come from. I spent most of the time asking my TA or going to my professor’s office hours to clarify what these things mean and that was extremely helpful.”

- Allison Chow,
College of Arts & Sciences

“Coming to a new country where there are different values of what is considered “honorable” was hard. I found it difficult to define my role in the classroom not because I didn’t understand the concepts, but because I didn’t understand the concepts in English. I would encourage other to be more open about the challenges they face and to use the resources at our school. There are always people willing to help. “

- Marco Azevedo,
School of Engineering

Honor Committee Representatives, 2016-2017

Matthew West, Chair	College of Arts & Sciences
Austin Sim, Vice Chair for Hearings	School of Law
Sarah Wyckoff, Vice Chair for Investigations	College of Arts & Sciences
Ariana Zetlin, Vice Chair for Education	School of Education
Katharine Graham, Vice Chair for Community Relations	School of Architecture
Vendarryl Jenkins	College of Arts & Sciences
Katherine Deal	College of Arts & Sciences
Chad Hogan	College of Arts & Sciences
Caroline Herre	School of Architecture
Hannah Chacon	School of Medicine
Gregory Streeter	School of Medicine
Kasey Groves	School of Commerce
Corinne Thomas	School of Commerce
Cameron Kiddy	School of Engineering & Applied Sciences
William Rainey	School of Engineering & Applied Sciences
Matthew Breen	Graduate School of Business Administration
Charles Strickland	Graduate School of Business Administration
Alison Stickel	School of Education
Stephanie Roe	Graduate School of Arts & Sciences
Olivia Sabik	Graduate School of Arts & Sciences
Hannah Earl	School of Nursing
Tamia Walker-Atwater	School of Nursing
Anna Cavanaugh	School of Continuing & Professional Studies
Shaun Kenney	School of Continuing & Professional Studies
Joseph Marchese-Schmitt	School of Leadership & Public Policy
Jennifer Yeaton	School of Leadership & Public Policy
Marguerite Rowe	School of Law