

**Baylor University Reported Sanctions for Violations of Academic Integrity
(based on data from January 2007 to present)**

The Honor Code exists to promote academic integrity while protecting academic freedom at Baylor University. **All faculty members must report alleged violations to the Office of Academic Integrity (Honor Code Section IV.A).** The Honor Council offers a sanctioning matrix on the next page to provide some measure of guidance and to foster a level of university-wide consistency in the sanctioning process.

<i>Student Rights</i>	<i>Faculty Rights</i>
A student has the right to give a response when accused.	A faculty member has the right to specify dishonorable conduct specific to that faculty member's course.
A student has the right to refer his/her case to the Honor Council if the student is unsatisfied with the process or the sanction imposed by the instructor.	A faculty member has the right to sanction, all the way up to a failing grade in the course, dishonorable conduct that compromises the integrity of their course.
A student has the right to appeal Honor Council decisions to the Provost and sanctions by the Provost to the President, each within five days of the respective decision.	A faculty member has the right to sanction according to a departmental matrix instead of the university matrix (see below)
A student has the right to petition for expungement the semester prior to graduation.	A faculty member has the right to refer all Honor Code violations directly to the Honor Council for a hearing.

Although they are not obliged to do so, departments can develop their own sanctioning matrix. The matrix should be both easy to understand and promote ease of reporting. Such a departmental level matrix should be revised keeping with the University Honor Code and be provided to the Honor Council for their consideration.

The University Honor Council may, from time to time (but at least every three years), review and propose revisions to the following sanctioning matrix in consultation with the Provost's Office.

Sanctions Matrix: January 2007 to Present

The range of penalties shown in this matrix reflects the case-by-case nature of each violation. Faculty may consider both mitigating and aggravating circumstances of each violation, including but not limited to the weight and amount of the assignment or number of assignments affected by the violation, as well as premeditation and/or malicious intent of the student in the violation.

Violation ¹	Range of Instructor Imposed Sanctions	Most Frequent Sanction
1. Submitting another's work as one's own	Redo assignment with warning to "F" in course	"0" on assignment/exam
2. Plagiarism	Rewrite the assignment to "F" in course	"0" on assignment
3. Unauthorized resubmission of one's prior work	Grade reduction & rewrite to "F" in course	"0" on assignment
4. Unauthorized collaboration	Warning to "F" in course	"0" on assignment/exam
5. (Attempted) Invasion of administrative security	N/A	
6. Presence of unauthorized resources during exam	Educational remediation & retest to "F" in course	"F" in course
7. Participating in the impersonation of a student	Grade reduction & meet with instructor to "F" in course	"F" in course
8. Unauthorized access to exam information	Report, no sanction to "F" in course	"0" on exam
9. Impeding others' access to academic resources	Loss of participation points to "F" in course	Meet with chair/instructor
10. Misrepresenting facts	Letter of reprimand to "F" in course	"0" on assignment/exam
11. Failing to comply with instructions	Warning to "F" in course	"0" on assignment/exam
12. Submitting an exam for which one has obtained unauthorized materials	Educational remediation to "F" in course	"0" on exam
13. Failing to report known dishonorable conduct	Report, no sanction to "0" on assignment/exam	"0" on assignment/exam
14. Ex parte communications with the Honor Council	No data reported ²	No data reported ²
15. Altering or falsifying academic documents	Report, no sanction to "F" in course	"0" on assignment/exam
16. Unauthorized access to external course resources	Grade reduction with warning to "F" in course	"F" in course

¹ As defined in the Baylor University Honor Code, Section III.C., printed overleaf for reference.

Baylor University Honor Code, Section III.C.

1. Offering for course credit as one's own work, in whole or in part, the work of another.
2. Plagiarism, that is, incorporating into one's work offered for course credit passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with quotation marks, footnotes, or another appropriate written explanation.
3. Offering for course credit one's own work, but work that one has previously offered for course credit in another course, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered.
4. Submitting for course credit work prepared in collaboration with another, unless the student secures the instructor's permission in advance of submission. Examples of collaboration that violate this aspect of the Honor Code include the following: unauthorized group work, providing unauthorized assistance to another student, allowing another student unauthorized access to completed academic work (such as examinations, answer keys, or lab reports), purchasing help or assignment completion from anyone not approved by the instructor (excluding university-provided tutoring services), conspiring with another person to commit a violation of the Honor Code, and/or collaborating in the submission of work that violates the Honor Code regardless of whether the student may be enrolled in a course involved in the violation.
5. Invading or attempting to invade the administrative security maintained for the preparation and storage of examinations.
6. Using or possessing during an examination materials, media, or devices that are not authorized by the instructor.
7. Taking an examination for another student or knowingly permitting another person to take an examination for oneself.
8. Giving, receiving, or obtaining information pertaining to an examination before or during an examination period, unless such action is authorized by the instructor giving the examination. This action includes the unauthorized use of an answer key in any form (including electronic) to study for an examination.
9. Taking, keeping, misplacing, tampering with, or damaging the property of Baylor University, a faculty member, or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library.
10. Misrepresenting facts about one's self or another for the purpose of obtaining an advantage, either academic or financial, or for the purpose of injuring another student academically or financially, including providing false grades for resumes for placement use.
11. Failing to follow the instructions of a professor in completing an assignment or examination, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage.
12. Submitting an examination about which one has unauthorized information without reporting such fact to the appropriate faculty member.
13. Witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it as required by this Honor Code.
14. Communicating with a member of the Honor Council, other than the chair, about an alleged violation of the Honor Code that has been brought to the Honor Council, but not heard. It is the intent of this paragraph to prevent ex parte communications with members of the Honor Council.
15. Altering or falsifying academic documents such as transcripts, change of schedule forms, closed class cards, doctors' excuses, grade reports, and other such documents.
16. Using, uploading, downloading, or purchasing any online resource that has been derived from material pertaining to a Baylor course without the written permission of the professor.