Jacksonville College Honor Code

Each person of the Jacksonville College community is expected to uphold the Honor Code. The purpose of the Honor Code is to establish and preserve an environment of honor and integrity in the academic community. A deep faith in God is the foundation of Jacksonville College and should influence the personal and scholarly conduct of every student. Therefore, “. . . whatever you do, do it heartily, as to the Lord and not to men” Colossians 3:23 (NKJV).

A violation of the Honor Code consists of but is not limited to the following defined actions:

DEFINITIONS:

A. **Lying**: making a false statement made with the deliberate intent to deceive. Lying includes but is not limited to the following:

1. Misrepresenting yourself by having another individual substitute for you in the taking of a quiz or test.

2. Falsifying college documents including alteration or forgery. (Disciplinary consequences for this violation are determined by the College administration.)

3. Providing false information during the course of an investigation of an alleged violation of the JC Honor Code or the Student Code of Conduct.

B. **Stealing**: taking the property of another, including College property, without permission or right.

C. **Cheating**: dishonest behavior including, but not limited to, the following acts:

1. **Plagiarism**: the act of taking or closely imitating another individual’s thoughts or words and using them as your own, whether by paraphrase or direct quotation, without giving credit through proper documentation; the submission of an assignment written by another student, commercial organization, or anyone other than the student.

2. **Unauthorized Assistance or Collaboration**: students working together on any tests, quizzes, assignments, or exams without the instructor’s permission.

3. **Use of Unauthorized Materials**: using textbooks, cell phones, laptops, calculators, or other electronic devices for tests, quizzes, or assignments without instructor’s permission.

4. **Unauthorized Dual Submission of Previous Academic Work**: using any work from a previous course or another course for an assignment unless a student has received prior permission from an instructor.

5. **Other Academic Misconduct**: including, but not limited to, stealing quizzes or exams, altering academic records including grades, sabotaging the work of another student, or unauthorized use of another student’s electronic devices; intentionally reporting a false violation of academic integrity or offering a bribe to any College member in exchange for special consideration or favors.
DISCIPLINARY CONSEQUENCES OF ACADEMIC VIOLATIONS:

A. First Offense: The student will be given a zero or “F” on the test, exam, course paper, or class assignment.

B. Second Offense (whether in same class or another class): The student will receive an “F” in the course in which the second offense occurred.

C. Third Offense (whether in same class or another class): The student is subject to being withdrawn from the College by the Academic Dean.

REPORTING ACADEMIC VIOLATIONS:

A. The instructor and student will sign the Academic Violation Report Form. The instructor will send copies of the Report Form to the Academic Dean and the Dean of Students.

B. The Dean of Students may talk with the student regarding the academic violation. (See the Student Handbook.)

C. The instructor will keep the Academic Violation Report Form and a copy of the work in question as long as the student attends Jacksonville College.

D. For a second offense, the Academic Dean will notify the student regarding an “F” in the course in which the second and subsequent violation occurred.

E. For a third offense, the Academic Dean will notify the student of their due process in the withdrawal procedures from the College.

APPEALS: The student may refer to the “Student Grievance Procedure” section in the Course Catalog.

JACKSONVILLE COLLEGE HONOR CODE STUDENT PLEDGE:

As a student of Jacksonville College, I agree to abide by the Honor Code. I will neither lie, steal, cheat, nor tolerate this behavior in others. I will not plagiarize, use unauthorized materials, or give or receive unauthorized help on assignments, papers, or exams whether online or in the classroom. The work that I submit will be my work only and not the work of others. I pledge to report any suspected dishonesty or violation of the Honor Code to the instructor or the Dean of Students.

Having read and understood the contents and purpose of this document, my signature indicates my commitment to abide by the Jacksonville College Honor Code.

Student Signature: ____________________________________________________________

Printed Name: ______________________________________________________________

Course Name: ____________________________ Date: ______________________________

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