

## **XXV. CHASE COLLEGE OF LAW HONOR CODE AND PLAGIARISM POLICY**

### **Student Rights and Responsibilities**

#### **A. Preamble**

This Student Honor Code [the “Honor Code”] is a commitment by students of the Salmon P. Chase College of Law, Northern Kentucky University, to adhere to a high degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of the College of Law will not engage in the academic misconduct described in the Honor Code, and that they will participate in enforcing the Honor Code.

The purpose of the Honor Code is to establish standards of academic conduct for students at the College of Law and to provide procedures that offer assurances of fundamental fairness to any person accused of violations of the Honor Code. A further purpose of the Honor Code is to establish non-adversarial procedures for resolutions and decisions of any allegations of a violation of the Honor Code. Each Chase College of Law student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions.

Students also should aspire to conduct themselves in a manner that is consistent with a high degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code.

Student conduct, whether or not covered by this Honor Code, may be covered by other College of Law or University policies and procedures or by other law. This Honor Code is administered separately from all such other provisions.

#### **B. Standards of Academic Conduct and Integrity and Consequences for Violations of Honor Code**

1. A student at the College of Law shall not:
  - a. give, receive, or use unauthorized or prohibited information, facilities, resources, or assistance on an examination, assignment, or graduation requirement;
  - b. prevent or interfere with the use of any library, course, or placement material by other students or other users for the purpose of causing them a disadvantage;

- c. commit plagiarism (as defined in the Chase Plagiarism Policy, reproduced as an Appendix to the Honor Code) on any examination, assignment, or graduation requirement (including those involving use of the World Wide Web, Internet, or other electronic resources);
- d. write, take, research, develop, prepare, or create an examination, assignment, or graduation requirement for another student;
- e. submit an examination, assignment, or graduation requirement written, taken, researched, developed, prepared, or created by another person, in whole or in part;
- f. submit an examination, assignment, or graduation requirement for credit in two or more courses or activities, without express approval from the professors in each of the courses or activities;
- g. submit an examination, assignment, or graduation requirement that is derived in whole or in part from paid employment, for credit in any course or activity, without express approval from the professor in the course or activity;
- h. knowingly;
  - (1) take or use the notes, papers, or other materials of another student or of a professor without express permission;
  - (2) misrepresent class or other attendance or activity;
  - (3) report false information in a clinical, skills, or other course or program;
  - (4) misrepresent information to postpone examination, assignment, graduation requirement, or other deadlines;
  - (5) misrepresent or distort academic or biographical data in connection with an application for clinical or other criteria-based placements; course or program; law review, moot court or other activities; scholarships; honors; or awards;
- i. engage in any other fraudulent, deceptive, knowingly false or misleading, or other dishonest action or inaction involving academic endeavors for the purpose of obtaining an advantage therein.

These prohibitions are subject to the principle that the professor or the faculty has the responsibility to define in the syllabus or instructions what is authorized or prohibited on any examination, assignment, or graduation requirement. These prohibitions shall not preclude a professor or the faculty from assigning or authorizing team projects, cooperative efforts, and other similar activities in a course or activity or for a graduation requirement, nor shall they preclude students from preparing for classes or examinations together or in study groups.

2. A student at Chase College of Law shall not:
  - a. having actual knowledge not subject to a legal privilege that another student has violated the Honor Code, fail to report such information in a signed writing within twenty-one (21) days of the student's learning the information, either to the Chairperson of the Honor Council or to the Associate Dean for Academics.
  - b. provide any knowingly false testimony or statement in any proceeding to enforce the Honor Code.
  - c. refuse without good cause to provide testimony, documents, or other information relevant to proceedings to enforce the Honor Code involving another student when directed by the Presiding Judge of the Hearing Panel to do so, where the Presiding Judge has found any claim that such testimony, documents, or other information would implicate the testifying student in violation of the Honor Code, or approved a request for use and derivative use immunity made by the Associate Dean for Academics or the student alleged to have violated the Honor Code.
  - d. willfully obstruct or interfere with any proceeding to enforce the Honor Code;
  - e. conspire to violate any provision of the Honor Code and engage in any substantial act in furtherance of the conspiracy;
  - f. aid and abet another in violation of any provision of the Honor Code or concealment of any such violation;
  - g. disclose information made confidential by and not within any disclosure provision of section H. below, unless such confidentiality is waived by the student whose conduct is the subject of the allegations.

3. A student who violated the above provisions is subject to one or any combination of the following consequences:
  - a. an oral admonition or reprimand;
  - b. a written admonition or reprimand;
  - c. no credit for the assignment, course, or program;
  - d. redoing the assignment or retaking all or part of the course or program in which the conduct occurred;
  - e. a grade reduction or a grade of “F” in the course or assignment in question, subject to sections B.4 and 5. below;
  - f. temporary or permanent disqualification from the course or program in which the conduct occurred;
  - g. suspension from the College of Law for the remainder of the current semester or session;
  - h. suspension from the College of Law for the semester or session following the current semester or session;
  - i. suspension from the College of Law for one or more years;
  - j. expulsion from the College of Law.

Information about prior or multiple Honor Code violations by a student is relevant and receivable in any hearing with regard to the consequences to be imposed for a violation of the Honor Code and is grounds for such additional or increased consequences as the circumstances may warrant.

4. Where a question has arisen about whether a student has violated the Honor Code, the professor shall grade the student’s examination, assignment, or other graduation requirement and shall assign any course grade pursuant to the anonymous grading system without regard to the professor’s views as to whether a violation has occurred. The Registrar shall enter a temporary grade of “Incomplete” (“I”) for the student pending a final resolution or decision in the proceedings. The grade given by the professor is subject to adjustment under the Honor Code only as provided in section B.3.e. above by the Associate Dean for Academics under section D. or the hearing Panel under section F., and the appellate decision-makers under section G. shall be bound by that provision in any action taken under the Honor Code unless an adjustment in the student’s favor is made as a result of the appeal. The Registrar shall enter the grade

for the student in the course based on the course grade subject to any such adjustment, if any, based on the final resolution or decision, and shall remove the grade of “Incomplete” (“I”). No professor shall reduce a grade or give a grade of “F” where the Associate Dean has dismissed the allegations, or where a Hearing Panel of the Honor Council has determined that there was no violation of the Honor Code, unless the grade given was the grade actually earned by the student under the professor’s grading criteria.

#### C. Limitations of Proceedings

1. A person is subject to proceedings to enforce the Honor Code only if the Associate Dean for Academics receives the report of the alleged violation on or before the earlier of (1) ninety (90) days after the date of the alleged violation, or (2) the date on which the degree of juris doctor was conferred.
2. If a report of an alleged violation has been made within the time limits provided by section C.1. above and has not yet been resolved at or before the time a person withdraws from or otherwise ceases to be a student in the College of Law, no degree for which that person may otherwise be eligible may be conferred until all proceedings under this Honor Code have been resolved, and unless the consequences imposed do not include suspension or expulsion from the College of Law. Such a person’s certifications for any other educational or professional activity, status in relation to the College of Law, and any conferring of any degree, is conditional upon, and subject in all respects to, the final resolution of all proceedings under the Honor Code.
3. Only the time limits provided in section C.1. above and the time limits in section G. below for any appeal to the Dean of the College of Law, the Provost, the President, or the Board of Regents are jurisdictional.

#### D. Initial Proceedings

1. A student, professor, instructor, or staff member who has actual knowledge not subject to a legal privilege that a student has violated the Honor Code shall report the information in a signed writing to the Chairperson of the Honor Council or to the Associate Dean for Academics promptly, but in any event within twenty-one (21) days of learning the information. The Chairperson shall promptly provide any such information to the Associate Dean for Academics. The provisions of section F.7.c. below on the student’s right to an attorney shall apply in the initial proceedings under this section D.

2. A professor, instructor, or staff member is not required to report information under Section D.1. above if in the professor's, instructor's, or staff member's professional judgment the student's conduct should be dealt with outside the Honor Code as an academic or administrative matter, and the conduct is so dealt with promptly. A student with responsibility for an assignment, course, or program involving other students, who believes that another student's conduct shall be handled in such a manner shall report the information to a professor, instructor, or staff member who has responsibility for the assignment, course, or program, and is not required to report information by section B.2.a.or D.1. above if (i) the professor's, instructor's, or staff member's judgment is described in the preceding sentence and (ii) the student promptly follows any instructions of the professor, instructor, or staff member with regard to dealing with the conduct.
3. The Associate Dean for Academics shall expeditiously (1) review the allegations; (2) confer with the professor, student, staff member, or other person who made the report of an alleged violation; (3) conduct such investigation as he/she deems appropriate, in which process the Associate Dean may involve and have the assistance of one or both of the investigators appointed under section D.2. above; (4) provide the student with an initial opportunity to be heard and/or permit the professor in whose course or program the alleged conduct occurred to do so; and (5) decide whether the proceedings should go forward.
4. If the Associate Dean decides that there is insufficient information to support a violation of the Honor Code, the Associate Dean shall dismiss the allegations, and that decision is final and binding under the Honor Code, subject to being reopened if additional information is received during the period described in section C.1. above. If the Associate Dean decides the proceedings should go forward, and if the allegations cannot be resolved by agreement with the student, either the Associate Dean or the student may request the services of the Settlement Facilitator for the Honor Council. Any agreed resolution of the allegations by the Associate Dean and the student, whether or not the Settlement Facilitator has been involved, is final and binding. If resolution of the allegations is not possible, the Associate Dean shall prepare and refer to the presiding Judge for a further hearing before a hearing panel, written allegations of violation with all information related to the allegations (including documents and things, a list of witnesses, and the substance of their testimony) and shall provide copies to the student. The Associate Dean shall also prepare a notice of pending proceeding as provided in section H.2. below.

5. If the Associate Dean decides that the report is outside the time limits of section C.1. above, the Associate Dean and the Dean of the College of Law shall deal with the allegations in their discretion.

E. The Chase Honor Council

1. The Honor Council is comprised of five (5) members elected from the student body to serve one (1) year terms, and six (6) faculty members appointed by the Dean of the College of Law. The responsibilities of the Honor Council include participating in such programs as the Chairperson may organize for the students and faculty of the College of Law with regard to the Honor Code, and for administering the Honor Code.
2. The Student Bar Association shall administer elections of student members of the Honor Council in accordance with the rules governing Student Bar Association elections. One member is elected from each of the following: first-year full-time, first-year part-time; second-year full-time, second-year part-time, and third-year part-time classes. The terms of the student members begin on April 1 of each year for the remainder of that academic year through March 31 of the next academic year or until their successors shall have been elected, whichever occurs later. The student members of the Honor Council shall elect, by majority vote, one of their members to serve as Chairperson until the following year's Honor Council has been elected and qualified. The Chairperson shall appoint two members of the Honor Council to serve as Investigators where called upon to do so. In the event that any student member of the Honor Council ceases to be a student at the College of Law, because of withdrawal or any other cause, that student's membership on the Honor Council ends. In an case where a vacancy occurs on the Honor Council, or there are insufficient student members to provide two members for any Hearing Panel, the President of the Student Bar Association shall appoint a student from the same class as the student whose vacancy is being filled to serve the unexpired term of that Board member. If the student whose vacancy is being filled is the Chairperson of the Honor Council, the Honor Council, including the newly appointed member, shall elect a new Chairperson to serve the unexpired term of the former Chairperson.
3. The Dean of the College of Law shall appoint the faculty members of the Honor Council for one-year terms beginning April 1 of each year for the remainder of that academic year through March 31 of the next academic year or until their successors shall have been appointed, whichever occurs later. The Dean shall appoint one of the faculty members to be the Advisor to the Honor Council, one as the Settlement Facilitator of the Honor Council, and one as the Presiding Judge of any hearing panel. The remaining three (3) faculty members of the Honor Council will be available to serve on Hearing Panels. In the event that any faculty

member of the Honor Council ceases to be on the faculty of the College of Law, that member's membership on the Honor Council ends.

In any case where a vacancy occurs on the Honor Council, or there are insufficient faculty members to provide each of a Presiding Judge, a Settlement Facilitator, an Advisor, and one member for any Hearing Panel, the Dean shall appoint another faculty member to serve in such capacity.

4. If the membership of any member of the Honor Council ends pursuant to section E.2. or 3. above (for any reason other than a faculty member's termination or a student's withdrawal or otherwise ceasing to be a student after a hearing before a Hearing panel has commenced but before a decision has been rendered, then notwithstanding anything provided for in those sections, that member's membership on the Hearing Panel continues until the hearing panel has rendered its decision.
  5. The Dean of the College of Law shall designate one faculty member who is not a member of the Honor Council to substitute for the Associate Dean for Academic Affairs in any proceedings under the Honor Code in which the Associate Dean cannot serve for any reason.
  6. The members of the honor Council, the Associate Dean for Academic Affairs, and any other person involved in any proceedings under the Honor Code shall be subject to all principles of immunity provided by law.
- F. Hearing Panel Proceedings.
1. A Hearing Panel is comprised of the Presiding Judge, one faculty member of the Honor Council, and two student members of the Honor Council. The Chairperson of the Honor Council shall select the faculty and student members of any Hearing Panel at random. Upon a reference of written allegations and supporting information under section D.4. above, the Presiding Judge shall convene the Hearing Panel, hold a preliminary meeting as provided in section F.4. below, and proceed expeditiously to a final decision.
  2. The Presiding Judge may have the assistance in the marshaling of evidence of the Investigator involved by the Associate Dean and may involve an Investigator if the Associate Dean has not already done so. The Chairperson may otherwise assist the Presiding Judge during the preliminary meeting and the hearing. The members of the Hearing Panel should advise the Presiding Judge promptly and prior to the preliminary meeting, whether any member should recuse himself or herself or whether there is any information bearing on a challenge for cause that should be

disclosed to the student under section F.7.d. No member of the Hearing Panel other than the Presiding Judge shall review any information to be presented at the hearing prior thereto, nor shall any such member be assigned to examine any witness or to pursue any inquiry in the hearing.

3. The Presiding Judge shall hold a preliminary meeting with the student and the Associate Dean for Academics within a reasonable time after the reference of the written allegations and supporting information under section D.3. above. The preliminary meeting may be recorded in the discretion of the Presiding Judge. The Chairperson may assist the Presiding Judge at the preliminary meeting or thereafter in the preparations for the hearing. At the preliminary meeting, the Presiding Judge shall explain the hearing process and the rights of the accused student; set a date, time, and place for the hearing before the Hearing Panel; provide the names of the members of the Hearing Panel and any information to be disclosed under section F.7.d.; ascertain that the student has received a copy of the written allegations; and provide the student with the information other than the testimony of live witnesses that will be presented during the hearing in support of the allegations. The student shall make any motions bearing on the hearing before the Hearing Panel at the preliminary meeting and shall not reserve any such motions for the hearing.
4. The Presiding Judge shall convene the hearing before the Hearing Panel within a reasonable time after the preliminary meeting. The hearing shall be recorded. The Hearing Panel shall receive the information in support of the allegations and any information the student wishes to provide, all of which may be presented by testimony, documents, and questioning, and which is not limited by the rules of evidence but is limited to information that is relevant to the allegations and reasonably reliable. The Presiding Judge shall facilitate the orderly and non-adversarial presentation of information both supporting and opposing the allegations, and the Presiding Judge and other members of the Hearing Panel may ask questions. The communications among the Associate Dean for Academics, the Chairperson, the Settlement Facilitator, and the student or between the Presiding Judge and a student under section B.2.c. above, shall not be a subject of the information received in any proceeding under the Honor Code.
5. The Hearing Panel shall deliberate and vote together on whether a violation as described in the written allegations has occurred under section B.1. or 2., and if so, on a consequences to be imposed under section B.3. A finding of violation must be supported by clear and convincing proof as found by a majority vote of the Hearing Panel. The decision shall be based solely on all of the information received during the hearing. The Presiding Judge shall not vote except to break any tie. The Associate

Dean for Academic Affairs shall provide the Hearing Panel with information about other violations by the student in connection with their deliberations on any consequences to be imposed, and the student shall be entitled to provided information in response.

6. Within five working days of the end of the hearing, the Hearing Panel shall make a written decision to the Associate Dean for Academics. The Associate Dean shall then send copies of the decision to the student, any professor whose course or program was involved, and the Dean of the College of Law. The Hearing Panel's decision is final and binding unless the student files a timely appeal to the Dean of the College of Law pursuant to section G.1. below.
7. In the preliminary hearing before the Presiding Judge and the hearing before the Hearing Panel, the student shall be afforded the following procedural protections, unless knowingly and voluntarily waived by the student:
  - a. to a thorough, fair, and expeditious determination of any allegations referred to the Hearing Panel;
  - b. to be present at the preliminary meeting and the hearing before the Hearing Panel;
  - c. to be represented by an attorney at the student's expense (whether retained privately or from any list provided under section E.6.), who will be permitted to attend, advise, and assist the student and to participate on behalf of the student. If the student intends to appear with an attorney, the student shall so advise the Presiding Judge so that University Counsel or such person's designate may be present (students are reminded that the Northern Kentucky Bar Association, 859-781-1300; and the Kentucky Bar Association, <http://www.kybar.org/291> (accessed May 2, 2001), have lawyer referral information);
  - d. to challenge for cause the Presiding Judge or any member of the Hearing Panel, and to be advised of any information on disqualification that any member reports to the Presiding Judge;
  - e. to testify as a witness, in which case, the student may be questioned as any other witness;
  - f. to remain silent;

- g. to introduce witnesses who voluntarily choose to testify, statements from witnesses, or other information relevant to the allegations, in the student's own behalf;
- h. to have the Presiding Judge of the Hearing Panel direct any student of the College of Law having testimony relevant to the proceedings of the Hearing Panel to provide such testimony;
- i. to question any and all witnesses;
- j. to present arguments, or written, in the student's behalf, including opening statement and closing argument; and
- k. to have the issues in the case decided only on the information received during the hearing;

#### G. Appellate Proceedings

1. If the student objects to the Hearing Panel's decision, the student may appeal to the Dean of the College of Law. The appeal must be in writing and submitted to the Dean of the College of Law within five working days of the date of receiving written notification of the Hearing Panel's decision. The Presiding Judge shall promptly forward the information received at the hearing before the Hearing Panel to the Dean of the College of Law. The Dean of the College of Law shall render a decision based upon the information received at the hearing before the Hearing Panel, and the Dean shall not hear additional information, whether oral or written. The Dean of the College of Law shall notify the student, any professor in whose course or program the conduct occurred, and the Association Dean for Academics of his/her decision. The Dean's decision is final and binding unless the student files a timely appeal to the Provost pursuant to section G.2. below.
2. If the student objects to the Dean's decision, the student may appeal to the Provost. The appeal must be in writing and submitted to the Provost within five working days of the date of receiving written notification of the Dean of the College of Law's decision. The Dean of the College of Law shall promptly forward the information received at the hearing before the Hearing Panel and the Dean's decision to the Provost's office. The Provost shall render a decision based upon the information received at the hearing before the Hearing Panel and the Dean's decision, and the Provost will not hear additional information, whether oral or written. The Provost shall notify the student and the Dean of the College of Law of his/her decision. The Provost's decision is final and binding subject to a timely appeal only where the consequences include suspension or expulsion as described in sections G.3.5. below.

3. Where the Hearing Panel imposes suspension or expulsion in a case of multiple violations or a subsequent violation and those consequences are not eliminated by reversal or reduction by the Dean of the College of Law or the Provost, the student may file a further appeal limited to the questions of suspension or expulsion as provided in sections G.4. and 5. below.
4. If the student objects to the Provost's decision regarding suspension or expulsion, the student may appeal to the President. The appeal to the President must be in writing and must be submitted within five working days of receipt of the decision of the Provost under section G.2. above. The Provost shall promptly forward the information received at the hearing before the Hearing Panel and the Dean's and Provost's decisions to the President's office. The President shall render a decision based upon the information received at the hearing before the Hearing Panel and the Dean's and Provost's decisions, and the President shall not hear additional information, whether oral or written. The President shall notify the student, the Dean of the College of Law, and the Provost of his/her decision. The President's decision is final and binding unless the student submits a timely appeal to the Board of Regents as provided in sections G.5. below.
5. If the student objects to the President's decision regarding suspension or expulsion, the student may appeal to the Board of Regents. The appeal to the Board of Regents must be in writing and must be submitted within five working days of receipt of the decision of the President under section G.4. above. The President will forward the information received at the hearing before the Hearing Panel and the Dean's, Provost's and President's decisions to the Board of Regents at the time the appeal is made. The Board of Regents' decision will be based upon the information received at the hearing before the Hearing Panel and the Dean's, Provost's and President's decision, and the Board of Regents will not hear additional information, whether oral or written. The Board of Regents will notify the student, the Dean of the College of Law, the Provost, and the President of its decision. The Board of Regents' determination will be final and binding.

#### H. Confidentiality and Recordkeeping

1. All proceedings under the Honor Code are confidential, and information about a student is provided only to a person who has responsibilities for the proceedings involving that student, or as provided in sections H.2., 3., or 4. below.

2. If the Associate Dean for Academics dismisses the allegations of violation because there is insufficient information to support a violation of the Honor Code and there are not further proceedings, a memorandum of dismissal is placed in the student's file, but no disclosure of the allegations or any information related thereto is made outside of the College of Law. If the proceedings cannot be resolved by agreement, a memorandum of pending proceeding is placed in the student's file, and disclosure is available only as provided in section H.3. below, upon the final conclusion of the proceedings or within six months after the date of that memorandum, whichever shall last occur. A memorandum of agreed resolution, decision, or decision on appeal, as applicable, is placed in the student's file upon the final conclusion of the proceedings, and disclosure is available only as provided in section H.3. below.
3. The Associate Dean for Academics and the Registrar shall maintain records on proceedings, agreed resolutions, and decisions under the Honor Code sufficient to preserve the information needed to support notations on student transcripts, determinations of multiple or subsequent violations, certification for graduation responses by or on behalf of the University, and reports of information on the student, including the following:
  - a. within Northern Kentucky University with or without a request and whether or not an application or inquiry is pending;
  - b. to professional licensing authorities with or without a request and whether or not an application or inquiry is pending; or
  - c. to other persons or organizations outside Northern Kentucky University in the discretion of the Dean of the College of Law upon request made in connection with the person's admission, transfer or graduate school applications, employment or other applications, or transcript requests.

I. Authority, Effective Date, Transition Provisions, and Repealers

1. This Honor Code was approved by the Board of Regents of Northern Kentucky University on the date specified in the minutes of the Board. The Honor Code shall take effect upon its approval by the Board of Regents, and shall be promptly posted in the College of Law.
2. Except as provided in section I.3. below, the Honor Code repeals the predecessor Student Honor Code and any other honor codes earlier in force.

3. Any proceedings under the predecessor Student Honor Code pending at the time this Honor Code takes effect shall continue to their conclusion under that Code, and the membership of each member of any Hearing Panel serving therein shall continue (unless the same has ended because of a faculty member's termination or a student's withdrawal or otherwise ceasing to be a student) until a decision is rendered in those proceedings. Nothing in this Honor Code shall abate any allegations or proceedings under the predecessor Student Honor Code, or prevent the imposition of consequences for a violation of the Code.
4. Except as provided in section I.5. below, the appointment or election to memberships and terms of office of the members of the Honor Council under this Honor Code terminates the memberships and terms of office the members of the Honor Code Review Board under the predecessor Student Honor Code, whether or not the same have terminated by the provisions of that Code.
5. The memberships and terms of the Presiding Judge, the Advisor, and other faculty members of the Honor Code Review Board under the predecessor Student Honor Code shall terminate except for the purposes of paragraph I.3. above when this Honor Code takes effect, and the Dean of the College of Law shall appoint the initial Presiding Judge, the Advisor, the Settlement Facilitator, and the other faculty members of the Honor Council under this Honor Code as soon as practicable thereafter, who are subject to the provisions of section E.3. above. All of the student members of the former Honor Code Review Board under the predecessor Student Honor Code continue in their memberships and terms of office as the initial members of the Honor Council until the first March 31 after this Honor Code takes effect; provided, that each such member has the opportunity to resign his/her membership whereupon his/her term of office terminates and a vacancy arises, and provided further, that where any vacancy occurs because a student member ceases to be a student in the College of Law, because of withdrawal or any other cause, and whether before or after this Honor Code takes effect. Any such vacancy is filled pursuant to the provisions of section E.2. above, and the initial student members of the Honor Council are otherwise subject to those provisions.
6. The provisions of this section need not be reproduced in the Student Handbook or other publications of the Honor Code after January 1, 2002, provided, that every reproduction or other publication should contain, either in section I. captioned "Authority and Effective Date" or in a textual note following the title "Student Honor Code," the following: "This Honor Code was approved by the Board of Regents of Northern Kentucky University and became effective on [specify date from Board of Regents minutes]."

## Plagiarism Policy

Plagiarism on any examination, assignment, or graduation requirement is prohibited and is a violation of the Student Honor Code. Plagiarism is defined as taking the literary property of another, passing it off as one's own without appropriate attribution, and reaping from its use any benefit from an academic institution. Without limitation of the foregoing, a student must:

1. Acknowledge direct use of someone else's words;
2. Acknowledge any words he or she paraphrases from any source;
3. Acknowledge his or her direct use of someone else's idea;
4. Acknowledge his or her source when the student's own analysis or conclusion builds on that source;
5. Acknowledge his or her source when the student's idea about a case comes from a source other than the case itself;
6. Follow any plagiarism policy adopted by a professor for a course or program, of which the students in that course or program have been give adequate notice.

For a more complete discussion of this topic, see the following websites:

<http://www.plagiarism.org/>

<http://www.lwionline.org/publications/plagiarism/policy.pdf>

<http://www.lwionline.org/publications/plagiarism/lawschool.pdf>

<http://owl.english.purdue.edu/owl/resource/589/01/>