

# **APPENDIX X: THE DUKE COMMUNITY STANDARD**

*Revised August, 2007*

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and non-academic endeavors, and to protect and promote a culture of integrity.

To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

## The Honor System

### Students

Each undergraduate student admitted to Duke University is required to sign the Community Standard before matriculating. The Honor Council speaks to the incoming class each year and sponsors a class signing of the Community Standard as well as follow-up discussions on issues of academic integrity.

The Duke Community Standard (DCS) stresses the commitment that students share with all members of the community to enhance the climate for honesty, fairness, respect, and accountability at Duke University. Students affirm their commitment to foster this climate by signing a pledge that includes taking constructive action if they witness or know about behavior they perceive to be inconsistent with the DCS, which may include violation of university policies. Although there are no disciplinary sanctions associated with the failure to act, students are nonetheless expected to take action—to do something—as a responsibility of membership in the Duke Community.

The university recognizes that it is not always easy to act in these situations, but several alternatives are available to suit a student's level of comfort and confidence. These alternatives are not mutually exclusive.

- Speaking directly with the individual exhibiting the behavior, both to gain clarity about the situation and to inform the individual about the concern.
- Publicly calling attention to the behavior as it is occurring.
- For incidents involving social behaviors, alerting residence hall, Student Affairs, or other university staff. The information provided will give staff an opportunity to address the matter informally or through appropriate formal channels.
- For cases involving academic integrity, alerting the instructor that cheating may be occurring in the course. This alert can be in any form, including anonymous notification, and the reporting student will not be identified. The information provided will allow the faculty member to consider corrective measures, in consultation with staff in the Office of Student Conduct, and to address the topic with the class or suspected student(s).
- Directly alerting staff in the Office of Student Conduct (684-6938, [conduct@duke.edu](mailto:conduct@duke.edu)), who will confer with the faculty member involved, if an academic issue, or with the reporting student(s), strategizing next steps. Maintaining the confidentiality of the source is possible, but may limit the extent of action that can be taken.

### Faculty

Faculty play a critical role in creating a climate of honesty, trust, fairness, respect, responsibility, and courage<sup>1</sup>. Students rely on the faculty to establish clear class expectations, to promote an atmosphere in which learning with integrity is encouraged, and to confront situations of academic dishonesty. Faculty teach in different formats and have differing philosophies about teaching. Here are several useful general strategies that teachers are encouraged to adopt in the classroom<sup>2</sup>:

- Include a statement about the Duke Community Standard on your syllabus.
- When completing an exam or assignment, ask students to write and sign a pledge that states “I have adhered to the Duke Community Standard in completing this assignment.”
- Stress the importance of academic integrity in class. Discuss why it should matter to the student, why it matters to you, to your discipline, and to Duke University. Indicate how citation shows respect for other scholars.
- Be a role model: Cite sources in your lectures.

<sup>1</sup> The six fundamental values of academic integrity endorsed by the Center for Academic Integrity.

<sup>2</sup> Modified from information found in McCabe, D. L. and Pavela, G. (1997), “The Principled Pursuit of Academic Integrity.” *AAHE Bulletin*, vol. 50 no. 4, 11-12, and Cole, S. and Kiss, E. (2000), “What Can we do About Student Cheating?” *About Campus*, vol. 5, no.2, 5-12.

- Encourage students to come to you or to go to the Writing Studio if they are confused about citation practices or other research standards.
- Make sure your students understand not only what counts as plagiarism and cheating but also how to avoid engaging in these practices. Talk to them about managing their time, taking notes correctly, and using the Internet appropriately.
- Explain your expectations clearly. Provide written guidelines about collaborating with peers, citing sources, using notes or exams from previous classes, and accessing information during an examination.
- Assign focused and specific research topics and don't allow last-minute changes of topic.
- Reduce the opportunities and hence the temptation to cheat on exams; one method for doing so is to change exam questions between semesters or distribute alternate versions of the same exam.
- Act on suspected cases of academic integrity violations—students interpret inaction as a lack of caring about the issue. Discuss these cases with the staff in the Office of Student Conduct at (919) 684-6938.

As stated in the Faculty Handbook, “[m]embers of the faculty are expected to consult with the Associate Dean of Students/Director of the Office of Student Conduct regarding cases of possible academic misconduct” (section 6.3). Additionally, they may also consult with their department chair or the appropriate academic dean, who is expected to confer with the Office of Student Conduct.

### **The Undergraduate Disciplinary System**

The purpose of the undergraduate disciplinary system is to promote honesty, fairness, respect, and accountability within the university community and to provide a fair and effective mechanism for resolving cases in which an undergraduate student (or group) is alleged to have violated the standards or policies of the university.

Faculty members and instructors are obligated to report any suspicion of academic dishonesty to the Office of Student Conduct by contacting staff in the Office of Student Conduct at 684-6938 or [conduct@duke.edu](mailto:conduct@duke.edu). The staff will advise as to the appropriate method for handling the case (see below). Minor, first-time infractions may be resolved between the faculty member and the student. However, more serious cases, or repeat offenses, must be handled more formally through the Office of Student Conduct.

Upon receipt of a possible case of academic dishonesty, the Office of Student Conduct will conduct an investigation and determine whether the case should proceed with disciplinary action. Depending on the nature of the circumstances and whether the student accepts responsibility, cases are resolved either administratively with Student Conduct staff or through the Undergraduate Conduct Board, a body comprised of faculty, staff, and students. In any case, the faculty member bringing forward the complaint will be asked to provide information about the incident and the hearing officer/panel will determine whether a violation occurred. If it is determined that academic dishonesty occurred, the hearing officer/panel will also determine an appropriate response balancing the student's educational interests and the university's interests in maintaining consistent and high standards. (If the case is forwarded to the Undergraduate Conduct Board, the faculty member will likely be asked to be present at the hearing to answer questions about the issue.)

The faculty member will determine the appropriate grade for the assignment/course. A student may be penalized in grading only if the student has accepted responsibility for academic dishonesty or been found responsible for such through the Office of Student Conduct. Instructors are expected to communicate with students how they will grade academically dishonest work.

### **Optional, One-time Faculty-Student Resolution**

This option for resolving cases of academic dishonesty is reserved for first-time, minor infractions by Duke undergraduates. The faculty member must first contact the Office of Student Conduct to discuss the appropriateness of this option with respect to the nature of the offense, as well as to learn of any prior violations by the student. If there is no record of prior offenses and the case appears to be one that, if adjudicated by a panel of the Undergraduate Conduct Board, would result in probation or a sanction less

severe than probation, it may be resolved between the faculty member and the student. Otherwise, the case must be forwarded to the Office of Student Conduct.

A faculty-student resolution may result in a reduced grade on the assignment, a reduced grade in the course, additional assignments, and/or other educational initiatives. (Both parties must agree upon the outcome.)

The outcome(s) of a faculty-student resolution must be reported by the faculty to the Office of Student Conduct for record keeping. This resolution will not become part of the student's disciplinary record unless there is a second violation, at which time both cases will be noted on the student's disciplinary record.

### **Process**

The faculty member shall first contact the Office of Student Conduct to discuss the appropriateness of this option with respect to the nature of the offense, as well as to learn of any prior violations. Staff in the Office of Student Conduct may be reached at 684-6938.

If the student has no record of prior offenses and the case appears to be one that, if adjudicated by a panel of the Undergraduate Conduct Board, would result in probation or a sanction less severe than probation, it may be resolved between the faculty member and the student. This determination will be made by staff in the Office of Student Conduct.

The faculty member shall meet with the student and present any information relevant to the case.

The student shall have an opportunity to respond to the allegations.

If the faculty member believes that academic dishonesty has occurred, the faculty member should complete a Faculty-Student Resolution form, including the proposed outcome, and present this form to the student. The form may be found on the web site of the Office of Student Conduct at <http://studentaffairs.duke.edu/conduct/undergraduate-disciplinary-system/types-resolution/faculty-student-resolutions>.

Upon receipt of the proposed resolution, the student has 48 hours to consider and seek advice on whether to admit responsibility and accept the resolution.

If the student accepts the resolution, she/he should sign the Resolution form in the presence of the faculty member. The faculty member should then forward a copy of the form to the Office of Student Conduct (Box 90893 or email [conduct@duke.edu](mailto:conduct@duke.edu)).

If the student does not accept the proposed resolution, the Office of Student Conduct will initiate the formal disciplinary process.

### **The Administration**

The Dean of Arts and Sciences or the Dean of the Pratt School of Engineering will ensure that the academic departments regularly review the Duke Community Standard and its requirements and the faculty's responsibilities with relation to academic dishonesty. The deans will also take steps to assure that new faculty understand both the Duke Community Standard and the regulations about academic dishonesty to which they are subject.

When the deans receive allegations of widespread violations of the Duke Community Standard, they will meet promptly with the relevant faculty, directors of undergraduate studies, and department chairs, helping them to develop effective responses to whatever problems are found to exist.