



Graduate Student Handbook

HONOR & INTEGRITY

The Honor System is founded on the premise that, through living the College's Mission and Values, dishonesty has no place at Meredith. The Honor System demands personal integrity of each student and is operated by the student body and supported by faculty and staff. Students are personally responsible for their own conduct and obligations to the Meredith Community.

Statement of Honor:

We, the Meredith Community, are committed to developing and affirming in each student a sense of personal honor and responsibility. Uncompromising honesty and forthrightness are essential elements of this commitment. The Honor System is a method by which individual honors are protected and maintained. Any dishonorable action will be regarded as a violation of this commitment, and corrective action will be taken. If I am in violation of the Honor Code, to prevent jeopardizing the Honor System or weakening our system of self-government, I have an obligation to report myself to the proper authorities. If I am aware of a violation of the Honor System by another student, I shall call this matter to the attention of that student as a violation of responsibility to the community. In choosing Meredith College, I am accepting the Honor System as a way of life. As a Meredith student, I am responsible for ensuring that the Honor System is at all times carried out.

Process for Reporting:

- Students should report themselves or be reported to a faculty member, program coordinator or director of their graduate program. A faculty member who observes students in violation of the honor code should confront them. If the student does not self-report, the faculty member should do so.
- Upon receiving such a report or making such an observation, the faculty member should notify the Dean of the School.
- The Dean will convene a Graduate Council for Professional and Academic Integrity composed of a student representative, a faculty member and a member of the Graduate Programs Committee. The Dean will not sit on the Council. The Council will hear the facts of the case from the accused, the accuser (if any) and the faculty member. The Council recommends penalties, if any, and reports them to the Dean.
- The Dean will notify the accused student of the findings of the Graduate Council for Professional and Academic Integrity and ensure that any penalties are enforced.

- If the student wishes, they may file a written appeal of the ruling to the Dean of the School within 14 days of receiving notice of the findings.
- A final appeal may be made in writing within seven (7) days to the Senior Vice President and Provost of the College, whose ruling is final.

Note: Penalties resulting from cases involving academic dishonesty do not preclude the right of the faculty member to levy an academic penalty that they deems appropriate.

Honor Code Violations

Violations of the Honor Code include, among others:

Academic dishonesty including, but not limited to:

- Unauthorized copying, collaboration, or acceptance of assistance in the preparation of academic work (i.e., written, laboratory, artwork, computer programs, etc.)
- Plagiarism—which is defined as the intentional representation of another person’s words, thoughts, or ideas as one’s own (see Note about Plagiarism below list of Honor Code violations)
- The use of notes, books, electronic devices or other unauthorized aids on examinations
- Stating that assignments are completed when they are not (i.e., parallel readings) or aiding and abetting a dishonest action of another student
- Falsifying information or data

The use of AI Tools in consideration of Academic Dishonesty violations: The use of artificial intelligence (AI) text generation tools may be considered a violation of the Honor Code. AI tools should not be used in the completion of academic work unless an instructor specifically authorizes their use in a specific course or assignment. Students should refer to course syllabi and follow instructions by course instructors to determine appropriate use, if permitted.

If a student has used an AI tool when this has not been explicitly permitted by the instructor, this would be considered as a form of academic dishonesty in the “use of an unauthorized aid.” 4 Meredith College Additionally, if the AI tool is not cited as a source, this would also be considered as plagiarism since it represents the work of another that has not been acknowledged or cited.

Hostile acts towards another including:

- *Discrimination* (See Note About Freedom of Expression below). According to the Meredith College Harassment and Non-Discrimination Policy, discrimination is treating someone unfavorably because of religion, race, color, national origin, age, sex, disability, veteran’s status, sexual orientation or any other category protected by applicable law.
- *Harassment*. Harassment includes unwelcome electronic, verbal, physical, or graphic conduct that is so severe or pervasive that it substantially interferes with the targeted individual’s ability to participate in a learning, living, social or work environment. Harassment is not motivated or based on one of the protected categories listed under the definition of discrimination or any other category protected by applicable law. This can include conduct that is intended to be, or a reasonable person knows would have the impact of being, demeaning, intimidating, hostile or abusive when directed at another person or persons. Examples of conduct that may be an act of discrimination or harassment include but are not limited to:
 - Verbal acts or conduct including slurs, negative stereotyping, unwelcome verbal comments, jokes, or threats

- Physical acts including physical intimidation, offensive touching, physical assault (physical assault and unwanted touching of a sexual nature will be addressed under Sexual Harassment)
- Graphic acts including posters, cartoons, drawings, or graffiti
- Electronic acts including online communication of demeaning or hostile content
- **Intolerance/Bias** (See Notes about Bias-Related Incidents and Freedom of Expression below). An act of intolerance is defined as any conduct that serves no scholarly purpose appropriate to the educational experience and demonstrates bias against others because of, but not limited to, their actual or perceived religion, race, color, national origin, age, sex, disability, veteran's status, sexual orientation, or any other category protected by applicable law. The conduct must actually cause or reasonably be intended to cause intimidation, alienation, or other harm to individuals in the Meredith community based on actual or perceived characteristics. Examples of Acts of Intolerance/Bias include, but are not limited to:
 - Vandalism or defacement of personal or campus property (e.g. drawing swastikas, hanging nooses, erecting burning crosses, etc.)
 - Display or use of slurs or epithets (disparaging or abusive words)
 - Culturally offensive gestures
 - Theme parties that encourage people to wear costumes or act in ways that reinforce demeaning stereotypes
 - Electronic, physical, verbal, or graphic threats or intimidation

When an Act of Intolerance is targeted toward a specific person, it may rise to the level of discrimination or harassment as defined above. A violation may also constitute criminal violations according to local, state and federal law and the College reserves the right also to report suspected violations to legal authorities.

- **Physical Harm:** conduct that intentionally or recklessly results in bodily harm to any person.
- **Sexual Harassment.** Harassment that violates the [Meredith College Title IX Policy](#) will be reported to the Title IX Coordinator. Meredith College will not tolerate sexual misconduct including, but not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, sexual coercion, relationship violence (including domestic/intimate partner violence and dating violence), or stalking.
- **Threatening behavior:** any written or verbal expression of intent to cause imminent (highly likely to occur, depending upon communication of intent and context) physical harm to any person.

Aiding or abetting any violation of the Honor Code. Aiding or abetting any act of sexual misconduct will be addressed through the College's Title IX policy and procedures.

Alcohol and Drug Policy violations (see College Policies and Regulations section of this handbook)

Dangerous Behavior: engaging in any act, behavior, or conduct that creates an unsafe situation for the campus community, threatens the health or safety of a person, or places a person in a reasonable fear of harm.

Disorderly conduct on College-owned, -operated, or -controlled property or at College functions. Disorderly conduct shall include acts which violate the rights of others, which tend to breach the peace, or which are deemed lewd, indecent, or obscene. If disorderly conduct is considered severe, frequent, or continues for a prolonged period of time, the behavior may be considered disruptive.

Disruption or obstruction of teaching, research, administration, disciplinary procedures, or other college activities, operation or functions, including the failure to appear before college officials or disciplinary bodies when directed to do so.

Failure to follow or comply with directions given by College officials or staff members in the exercise of their official duties.

Failure to abide by sanctions or penalties properly imposed by the College or disciplinary bodies.

Furnishing of false information, with intent to deceive, to members of the College community who are acting in the exercise of their official duties.

Intentional abuse of a position of trust or responsibility within the College community.

Possession of firearms or other weapons on College property or at College-sponsored functions.

Retaliation: seeking or attempting to seek retribution or revenge against anyone involved in the reporting or investigation of any violation of the Honor Code or other College policies. This retribution or revenge must be so severe and pervasive that it substantially interferes with an individual's ability to participate in a learning, living, social or work environment.

Theft or misuse of or damage to any personal property on institutional premises, any academically related personal property wherever located, or any College property.

Unauthorized entry into or occupation of or trespass upon College facilities or property.

Unauthorized use of the names of the College or the names of member organizations in the College community.

Violations of College policies as set forth in this Student Handbook.

Violation of rules governing the residence halls, on-campus apartments, the health center, the library, the dining hall, and other college owned, operated or regulated property. Any other conduct deemed by the College to be undesirable or unacceptable, or which interferes with or threatens the College's ability to fulfill its educational purposes.

Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council. The College has jurisdiction over all misconduct that occurs on campus or in any program or activity sponsored by the College. The College reserves the right to make charges or convictions for violations of federal, state, or local law by its students a matter for consideration and action of the Honor Council and for the basis for removal from campus. In addition, misconduct by Meredith students while off-campus, including but not limited to conduct that occurs on other college or university campuses, may be cause for Honor Council action when the behavior interferes with or is disruptive to the College, its educational mission, or the safety of the community.

A Note about Bias-Related Incidents: A bias incident is any hurtful, discriminatory, harassing, or intimidating act that targets or is committed against any individual or groups based on but not limited to actual or perceived race, ethnicity, culture, sex, gender identity, socio-economic status, sexual orientation, ability, age, national origin, immigration status, veteran status, political affiliation, religion,

and spiritual identity or any other basis protected by applicable federal, state, or local laws. A bias incident can occur whether the act is intentional or unintentional and may take the form of a verbal interaction, cyberinteraction, physical interaction, or interaction with property.

Bias incidents may also include actions that do not meet the definition of an Honor Code violation or crime, but have negative impact and harm on others and on the campus community. An active response is needed to ensure a safe and inclusive campus for all. Please refer to the College's [Bias Impact Response web site](#) for more information about how bias incidents are defined and to file a report. The College seeks not only to address harmful conduct through applicable policies and processes, but also to provide support and assistance to those who may have been harmed. The College is also committed to identifying educational and other programming for the community in order to prevent further harm from occurring.

While free expression is valued and encouraged, it may lead to unintended consequences such as disagreements, or one feeling uncomfortable or offended. While we foster a campus community that values dialogue that is thoughtful and respectful, the College affirms its commitment to prohibiting harassment and discrimination, as defined by the Honor Code, other relevant College policies, and applicable laws.

A Note about Freedom of Expression: From the College's Freedom of Expression policy: "Meredith College values freedom and openness in the pursuit of truth. The lively and free exchange of ideas is essential to the intellectual life of the College as well as to the expansion of knowledge itself. Freedom of thought, free speech, and peaceful assembly are the rights of citizens and are fundamental to this open inquiry and search for knowledge." ([Freedom of Expression](#)).

A Note about Multiple Violations: A student may be accused of more than one violation as a result of a single incident.

A Note about Plagiarism: Plagiarism is the dishonest use of another's person or resource's words, thoughts, ideas, or organization in a presentation, writing, or other intellectual or academic work, as if it were an original thought or without the explicit citation of the source material in the construction of one's own. It is a dishonest representation of a person's academic achievement. Honest academic work in no way precludes using another's work; it solely requires that another's work or idea be properly acknowledged. Plagiarism results when a student copies from their own past graded work, another student's course materials, paper or from books and other print or online sources and then fails to acknowledge such borrowing through the use of citations.

Please note that the use of one's own old high school or collegiate papers is discouraged, but if used, must be acknowledged as a source. Additionally, if artificial intelligence (AI) generated text is not cited as a source, this would also be considered as plagiarism since it represents the work of another that has not been acknowledged or cited.

Whether source materials are quoted directly or are paraphrased, all such borrowing must be acknowledged clearly in the final paper or oral report through the use of footnotes or source tags. 8 Meredith College If a student discovers a mistake in acknowledging sources in a paper that has already been submitted, they should make this error known to the instructor.

A plea of ignorance will not be accepted as an excuse.

As the educational purpose of papers and course work differs from classroom to classroom, it is the joint responsibility of the instructor and the student to clarify what constitutes plagiarism in keeping with the

purposes outlined for a particular paper or project. Each instructor should state specifically the extent and limits of available sources a student may employ in writing their paper. A student who is uncertain about an assignment and sources to be used should consult with the instructor for clarification before completion of the paper.