

Attachment 2

University Handbook, Appendix F: Academic conduct, academic honesty, and honor system constitution

CONSTITUTION

We, the undergraduate and graduate students and faculty of Kansas State University, in order to conduct our academic endeavors under high standards of individual responsibility, thereby promoting personal honor and integrity, set forth this constitution of the Honor & Integrity System.

ARTICLE I. ROLE/PURPOSE

- a-a) The Honor & Integrity System is intended to contribute to an environment at Kansas State University that fosters academic honesty and integrity.
- a-b) All members of the academic community, both students and faculty, are urged to report violations of the honor pledge.
- a-c) The honor pledge statement: On all assignments, examinations, or other course work undertaken by students, the following pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."
- a-d) The K-State Honor & Integrity System specifies how alleged violations of the honor pledge are adjudicated by the Honor Council.
- a-e) The Honor Council employs the Faculty Senate definitions for academic dishonesty in interpreting and applying this Honor & Integrity System.
- a-f) Grading disputes and non-academic, behavior-related issues are handled elsewhere by existing K-State systems.
- a-g) Breaches of faculty honesty and integrity are covered by existing university policies that are published in the Faculty-University Handbook.

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ARTICLE II. SELECTION OF HONOR COUNCIL MEMBERS

- a. Honor Council Composition
 - i. The Honor Council includes faculty, staff, undergraduate, and graduate student members representing the eight academic colleges as well as Information Technology Services, the Libraries, the office of the Dean of Student Life, the office of the Associate Provost for Diversity, the office of the Vice-Provost for Undergraduate Studies, and Graduate Student Council.
 - ii. For all faculty, staff, undergraduate, and graduate selection, diversity may be a consideration for membership.
 - iii. The Honor Council includes faculty and undergraduate student members represent from each of the following academic colleges: Agriculture, Architecture Planning and Design, Arts and Sciences, Business Administration, Education, Engineering, Human Ecology, Technology and Aviation. Each college is represented by two-four student members and two faculty members, with the exception of the College of Arts and Sciences, which is represented by three-six student members and three-four faculty members, and the College of Technology and Aviation, which is represented by four student members and four faculty members.
 - iv. In addition, Two student members will represent the School of Leadership Studies (appointed by the Director of the School of Leadership Studies). Two faculty or staff members represent either the School of Leadership Studies or Information Technology Services. The Directors of the School of Leadership Studies and Information Technology Services will jointly fill these positions.
 - v. Two faculty or staff members represent the Libraries.

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- vi. ~~appointed by the Dean of the Libraries.~~ Three staff members represent the Dean of Student Life, the dean of student life will appoint three staff members
- vii. Three student members represent the ~~a~~ Associate Provost for Diversity, and the associate Provost for diversity will appoint three students at large to serve on the Honor Council.
- viii. ~~Two undergraduate student members and two faculty or staff members at large will be appointed by~~ represent the Vice-Provost for Undergraduate Studies.
- a-ix. ~~Ten~~ Twenty graduate student members will ~~represent the~~ be appointed at large by the graduate student council president upon the recommendation of the Graduate Student Council.

a-b. Undergraduate student members:

- i. Undergraduate students are nominated to ~~approved for service on the~~ Honor Council by the student body president.
- i. Undergraduate ~~student~~ ~~nominees~~ ~~appointees~~ ~~members~~ must have completed two semesters at Kansas State University, be in good academic standing and be enrolled in a minimum of 6 credit hours.
- ii. ~~The student body president recommends undergraduate student members for service on the Honor Council from the nominations received from each of the previously mentioned colleges and offices~~
- i-iii. ~~The student body president recommends undergraduate student members for service on the Honor Council from the nominations received from each of the previously mentioned colleges and offices~~
- i. Diversity may be a consideration in appointing members.
- i-iv. The student body president ~~recommends~~ ~~student members for service~~ ~~on the Honor Council from the nominations received from each of the previously mentioned colleges.~~
- i-v. All nominations are subject to approval by Student Senate.
- i-vi. The student body president forwards the names of ~~nominees~~ ~~approved~~ individuals to the Provost, who ensures eligibility.

a-c. Graduate student members:

- i. Graduate student ~~nominees~~ ~~appointees~~ ~~members~~ must be currently enrolled and in good academic standing.
- ii. The president of Graduate Student Council ~~recommends graduate student members for service on the Honor Council from the nominations received by the Graduate Student Council.~~
- i-iii. ~~recommends from the nominations received by the Graduate Student Council.~~ All nominations are subject to approval by Graduate Student Council.
- i. The president of Diversity may be a consideration in appointing members.
- i-iv. ~~Graduate student~~ ~~Student Council forwards~~ ~~nominees~~ ~~approved~~ individuals are forwarded to the Provost, who ensures eligibility

a-d. Faculty and staff members:

- i. Faculty representing ~~one of the eight~~ academic colleges are appointed by their respective dean.
- ii. Faculty apply for membership to their respective dean. Faculty or staff members representing Information Technology Services are appointed Director of Information Technology Services.
- iii. Faculty or staff members representing the Libraries are appointed by the Dean of the Libraries.
- iv. Staff members representing the office of Student Life are appointed by the ~~Dean of Student Life.~~
- i. ~~Staff apply for membership to their respective dean or director.~~

i. ~~Deans' and Directors' nominations~~ appointments are forwarded to the Provost and the president of the Faculty Senate who jointly approve members from each college.

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- ~~Diversity may be a consideration in appointing members.~~
- ~~All appointments are subject to approval by Faculty Senate.~~
- b. ~~All appointments are subject to approval by Faculty Senate.~~

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ARTICLE III. DUTIES OF HONOR COUNCIL MEMBERS

- a. Attend scheduled meetings of the Honor Council.
- a.b. Communicate and promote the Honor & Integrity System to the Kansas State University community.
- a.c. Advise students and faculty who report violations of the honor pledge.
- a.d. Serve as neutral investigators of alleged honor pledge violations.
- a.e. Serve as panel members during hearings of alleged honor pledge violations.
- a.f. If elected, serve as Chair or vice-Chair of the Honor Council.

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ARTICLE IV. HONOR COUNCIL TERM OF OFFICE

- a. Members' terms are two years, except for initial appointments, which are divided equally between one-year and two-year terms.
- a.b. Members' terms begin at the end of the spring semester and end at the conclusion of the spring semester of the final year of their appointment.
- a.c. No member of the Honor Council may serve two consecutive full terms.
- a.d. Members participate in a training process developed by the Director of the Honor & Integrity System.
- a.e. If members resign or are removed from office, replacement appointments are made by the respective entity for the remaining portions of their terms.

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ARTICLE V. REMOVAL FROM HONOR COUNCIL

The Honor Council may remove any member on grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership. Positions on the Honor Council that are unfilled at the time of a vote are not considered part of the membership.

The Honor Council may recommend that the Provost remove the Director or Associate Director on the grounds of malfeasance, misfeasance or nonfeasance in office by two-thirds vote of the membership.

ARTICLE VI. OFFICERS OF THE HONOR COUNCIL

- a. Chair
 - i. The Chair is chosen annually from the membership of the Honor Council by majority vote.
 - i.ii. The Chair presides at meetings of the Honor Council and serves in a parliamentary role.
 - i.iii. The Chair, with the assistance of the Honor Council, annually evaluates the performance of the Honor & Integrity System Director and forwards the evaluation and a recommendation to the Provost.
 - i.iv. If the Honor & Integrity System Director has a conflict of interest in an alleged violation, the Honor Council Chair serves in the role of Honor & Integrity System Director for that case.
- a.b. Vice Chair
 - i. The vice Chair is chosen annually from the membership of the Honor Council by majority vote.

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- i-ii. The vice Chair performs the duties of the Chair when the Chair is unable to do so.
- a-c. Director
 - i. The Director of the Honor & Integrity System is appointed by the Provost to oversee the Honor Council.
 - ii. Director's responsibilities:
 - i-1. Communicate and promote the Honor & Integrity System to the Kansas State University community.
 - i-2. Receive alleged violations of the Honor & Integrity System.
 - i-3. Determine whether alleged violations should proceed to a hearing panel.
 - i-4. Select investigators, panels for hearings and appeals, and panel Chairs.
 - i-5. Provide the equipment and technical assistance for recording hearings.
 - i-6. Record findings of the hearing and appeal panels.
 - i-7. Maintain the records of all Honor Council proceedings.
 - i-8. Review Honor & Integrity System policies and report annually to the Provost, Faculty Senate and Student Senate.
 - i-9. Serve as an ex-officio member of the Honor Council.
 - i-10. Develop and conduct a training program for members of the Honor Council.

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ARTICLE VII. EX-OFFICIO MEMBERS OF THE HONOR COUNCIL

- a. The Provost and the dean of student life, or their representatives, may serve an advisory role at Honor Council meetings.
- a-b. The Director of the Honor & Integrity System and staff members of the Honor Council have speaking rights during Honor Council meetings.

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ARTICLE VIII. STUDENT RIGHTS

Students' rights are enumerated under Article XII of the K-State Student Governing Association constitution.

ARTICLE IX. CONSTITUTIONAL AMENDMENTS

- a. Amendments to this constitution may be proposed by any member of the faculty, undergraduate or graduate student at Kansas State University.
- a-b. All amendments must be approved by 3/4 vote of the Honor Council selected and qualified.
- a-c. All amendments are subject to approval by Faculty Senate and Student Senate.

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ARTICLE X. ANNUAL REVIEW

The Director and Associate Director annually review the Honor & Integrity System Constitution and Investigation and Adjudication Procedures and when appropriate, present amendments to the Honor Council for consideration and approval. Amendments to the Honor & Integrity System Constitution must then be approved by Faculty Senate, Graduate Council, and Student Senate. Changes in the Investigation and Adjudication Procedures must be reviewed at five-year intervals by Student Senate and Faculty Senate as specified in Article XI of the Constitution.

The Honor & Integrity System Director and Associate Director prepare an annual report of the previous year's Honor & Integrity System activities at the beginning of fall semester and present it to the Provost, Faculty Senate, Student Senate, Graduate Student Council and Graduate Council.

The Honor Council Chair annually initiates and organizes the Honor Council evaluation of the job performance of the Director and Associate Director and forwards that evaluation and recommendation to the Provost at the conclusion of the spring semester.

ARTICLE XI. INVESTIGATION AND ADJUDICATION PROCEDURES

Upon adoption by the Faculty Senate and Student Senate, the Investigation and Adjudication Procedures shall be subject to periodic review by Faculty Senate, Graduate Council, Graduate Student Council, and Student Senate, at 5 year intervals beginning in 2005. Interim revisions to the Investigation and Adjudication Procedures may be made upon approval by, a 2/3 vote of the Honor Council, and the Provost. The Investigation and Adjudication Procedures must be posted at the Honor [and](http://www.k-state.edu/honor/basics/investigation.html) Integrity System website (<http://www.k-state.edu/honor/basics/investigation.html>|<http://www.ksu.edu/honor>) and updated regularly.

- Excludes the School of Veterinary Medicine