

Why professor has guidelines in his/her syllabus that differ from those in the Honor Code. Which should I follow?

You must comply with the directions of your professors. The honor system upholds and enforces individual professors' guidelines and requirements for their courses, whether they are stricter or more lenient than the Code.

think that I am being treated unfairly by my professor. What can I do?

The College provides formal procedures for student grievances. Students may file complaints against faculty, staff or administrators of the College. Pages 44-48 of the *Student Handbook* outlines these procedures in detail.

What's the most common violation?

By far the most frequent violation of the Code is plagiarism. Many students are unclear on what constitutes plagiarism. The *Student Handbook* defines plagiarism as:

- The verbatim repetition, without acknowledgment, of the writings of another author. All significant phrases, clauses, or passages, taken directly from source material must be enclosed in quotation marks and acknowledged either in the text itself or in footnotes/endnotes.
- Borrowing without acknowledging the source.
- Paraphrasing the thoughts of another writer without acknowledgment.
- Allowing any other person or organization to prepare work which one then submits as his/her own. p.11.

When in doubt—cite! If you don't know—ask!

Does the College keep records of Code violations?

(es. The *Student Handbook* states:

The sanction of disciplinary expulsion will become a matter of permanent record in the office of the registrar with approval of the president and will accompany all official transcripts sent by the College. Records of all suspensions will be maintained in the Office of Student Affairs for five (5) years after all appeal rights have expired or have been exhausted. Records of all other sanctions will be maintained in the student affairs office until the student graduates, and then destroyed. Files on pending cases will be maintained indefinitely. p. 32.

have a question that's not addressed in this Brochure or the Student Handbook. Who can I ask?

Contact the Office of Student Affairs (see back panel). Your question may be included in our next FAQ Brochure!

Sapientia Ipsa Libertas
(Knowledge Itself is Liberty)

HONOR

CIVILITY



RESPONSIBILITY

Integrity

TRUST

ETHICS

The information contained in this brochure does not take precedence over the contents of the Official College of Charleston Student Handbook

©2003 Office of Student Affairs
College of Charleston
67 George Street
Charleston SC 29424

Phone: 843-953-5522
Fax: 843-953-5403



HONOR BOARD

The Honor System
of the College of Charleston

Frequently

Asked

Questions

from
Students

College of Charleston

Division Of Student Affairs

