

**Minutes  
Faculty Senate Meeting  
Millersville University  
April 16, 2002**

Senate Chairperson Piperberg called the meeting to order at 4:09 p.m. The minutes of the April 2, 2002 meeting were approved as amended. The date of the Minutes approved at that meeting was corrected to March 5, 2002 instead of March 19, 2002.

**Report of the Senate Chairperson**

- Chairperson Piperberg thanked Senator Studdard for agreeing to act as Secretary for the April 16 meeting.
- The next Senate meeting will be on May 7, since there are five Tuesdays in the month of April.
- The results of Department Senate elections should be sent to the Chairperson as soon as possible; a few have already been received. Elections should be held by May 31.
- The Summer Senate meeting will be at 3 p.m. on June 11 in Room 210 of the Science and Technology Building.
- Annual reports of Senate committees are due at the May meeting.
- The revision of the Academic Program Proposal Cover Sheet are available at the April 16 Senate meeting. It will be on the agenda for the May 7 meeting. {see attachment}
- A proposal from the Academic Policies Committee has been received which spells out the procedure for approval of General Education Liberal Arts Core courses from a department outside the school in which the General Education credit is sought. {see attachment}
- The Academic Policies Committee will be sending two more policy statements in the near future.

**Report of the Student Senate President**

- The Student Senate recently sponsored a debate between local candidates for the State House of Representatives.
- Student Senate elections were held April 11; this was the first online election ever held.
- State System Advocacy Day is May 29; some students will be traveling to Harrisburg to discuss the proposed tuition increase.
- The Senate budget and appeals from student organizations will be decided soon.

**Report of the Graduate Student Organization President:** No Report.

### **Report of the Administrative Officers:**

- President Caputo announced that the Governor has proposed a 3% budget decrease for SSHE schools, and it is unknown what tuition hike (if any) the Board of Governors will approve. Budget concerns are sure to continue for the foreseeable future. The Board of Governors has approved a new policy requiring all SSHE schools to have four-year degree programs require a maximum of 120 credit hours for graduation. There will be some exceptions to this rule, but the details for the exceptions are unknown at this time
- Associate Provost Phillips reported that the registration process is undergoing review; two areas of consideration are the length of the registration period and the issue of mandatory advisement.

### **Reports of the Faculty Senate Standing Committees**

UCPRC Chair Bob Wismer presented a packet of course proposals from the Art Department, which revises the Printmaking courses already offered.

### **Reports of Faculty Senate Special Committees**

Senator Schreiber presented the Ad Hoc Honor Code Committee's Recommendation for an Honor Code System to be implemented at Millersville University. The committee found that an Honor Code is both feasible and advisable for a school the size of Millersville and should deal specifically with the issue of academic honesty. The discussion of this issue was lengthy and will be continued at the May Senate meeting. {see attachment}

### **Proposed Courses and Programs**

There were seven proposals, all passed without dissent:

- (1) CHANGES IN COURSES/CURRICULA  
ESCI 328 – Petrography/Igneous and Metamorphic Petrology, 4 credits.  
Existing non-Gen Ed course requesting a Writing-Across-the-Curriculum (W) designation.  
Effective Fall 2002.
- (2) CHANGES IN COURSES/CURRICULA  
BUAD 201 – Introduction to International Business, 3 credits.  
Existing non-Gen Ed course requesting a General Education Liberal Arts Core (G3) designation. Effective Fall 2002.
- (3) CHANGES IN COURSES/CURRICULA  
ENGL 240 – Introduction to Film, 3 credits.  
Existing Gen Ed course (G1) requesting a Writing-Across-the-Curriculum (W) designation.  
Effective Fall 2002.

- (4) CHANGES IN COURSES/CURRICULA  
ENGL 481 – History of Film, 3 credits.  
Existing Gen Ed course (G1) requesting a Writing-Across-the-Curriculum (W) designation.  
Effective Fall 2002.
- (5) CHANGES IN COURSES/CURRICULA  
ENGL 482 – Film and American Society, 3 credits.  
Existing Gen Ed course (G1) requesting a Writing-Across-the-Curriculum (W) designation.  
Effective Fall 2002.
- (6) NEW UNDERGRADUATE COURSES  
WSTU 345 – Feminist Research in Women's Studies, 3 credits.  
Requesting a G3 Liberal Arts Core designation. Effective Fall 2002.
- (7) CHANGES IN COURSES/CURRICULA  
Change in the policy for Admission to the Biology Major. Presently admission of students from other departments or undeclared status to the Biology major requires grades of C (2.0) or better in CHEM 111, CHEM 112 and either BIOL 211 or BIOL 221, as well as an overall QPA of 2.0. The proposed policy will require that the student is in satisfactory academic standing as described in the Undergraduate Catalog. Students who were previously dropped from a Biology major must also satisfy the Biology Retention in the Major criteria before being readmitted to the Biology major.

### **Faculty Emeritus**

A resolution supporting Mr. Donald Eidam for Professor of Mathematics Emeritus status passed with significant "dissent" after a Fenwick/Piperberg motion. {see attachment}

A resolution supporting Dr. Margaret Tassia for Professor of Elementary and Early Childhood Education Emeritus status passed without dissent after a Kerper/Heintzleman motion. {see attachment}

A resolution supporting Dr. Dennis Denenberg for Professor of Elementary and Early Childhood Education Emeritus status passed without dissent after a Kerper/Borger-Greco motion. {see attachment}

A resolution supporting Dr. Liliana Zancu for Professor of English Emeritus status passed without dissent after a Rosenthal/Stengel motion. {see attachment}

A resolution supporting Professor Josophine Van Wyk for Professor of English Emeritus status passed without dissent after a Rosenthal/Wismer motion. {see attachment}

A resolution supporting Dr. Joseph Grosh for Professor of Physics Emeritus status passed without dissent after a Price/Yalda motion. {see attachment}

**Discussion of Proposal for Institution of an Award Recognizing Teaching Excellence at Millersville University**

Senator Yalda presented the working draft of a faculty award proposal from the Faculty Teaching Excellence Award Committee. The proposal is to be discussed at future Senate meetings. {see attachment}

**Discussion of the Proposed Diversity (D) Requirement**

Postponed until the May Senate meeting.

**Other/New Business**

None.

The meeting was adjourned at 5:43 p.m.

Respectfully Submitted,

Paul Studdard  
Acting Secretary

## Action Summary

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Attachment #1  
**ACADEMIC PROPOSAL**  
**Millersville University**

**This cover page must be used for all academic proposals except the proposal of new courses and the labeling of existing courses; it must be attached to all copies of the proposal through all approval stages. Please see the Guidelines for Course Approval available on the Faculty Senate Web Page to avoid delays in the process.**

**PROGRAMS**       new       change       deletion       moratorium

**Note:** All course proposals associated with program additions or changes should be submitted together with this proposal as one package.]

Departmental major: \_\_\_\_\_  Interdepartmental major: \_\_\_\_\_  
 Departmental minor: \_\_\_\_\_  Interdepartmental minor: \_\_\_\_\_  
 Option: \_\_\_\_\_  Other: \_\_\_\_\_

**POLICIES FOR**  MAJORS  MINORS :       new       change       deletion

Admission to \_\_\_\_\_  Retention in \_\_\_\_\_  
 Completion of \_\_\_\_\_

**CHANGES IN COURSES**

**OTHER**

This change is  MINOR  MAJOR [For policy on determination of whether a change is major or minor, see *Governance Manual*.]  
 What students may be affected by this change?

Proposed implementation date: \_\_\_/\_\_\_/\_\_\_ If retroactive approval is requested, provide details:

**Dean's Resource Implications Form**

\_\_\_\_\_ Date of delivery of proposal and Resource Implications Form to School Dean

\_\_\_\_\_ Date of receipt of Dean's resource implications analysis

**PROPOSER:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_ **Ext.:** \_\_\_\_\_

**Approval Log:** Note it is the proposer's responsibility after each approval to deliver the proposal to the next committee.

COMMITTEE	CHAIRPERSON	PHONE	DATE	DATE	+
			RECEIVED	APPROVED	
School Curriculum Committee					
Teacher Education Council (if applicable)					
<input type="checkbox"/> UCPRC* <input type="checkbox"/> GCPRC*					
Faculty Senate*					

— If proposal was amended before approval, check this column and attach amendment(s).      \* — Not required for minor change.

Attach the following supporting documentation to this form (incomplete forms will be returned to the proposer):

- 1. If applicable, copy of current program/policy.
- 2. Explanation, rationale, and evidence of need for proposed changes.
- 3. If applicable, copy of current DARS printout and DARS copy reflecting proposed changes.
- 4. If applicable, Course Approval Forms for all associated course change

## Attachment #2

**FROM:** Rich France, Chair, Academic Policies Committee

**TO:** Faculty Senate

**RE:** Proposal for Approval of General Education (Liberal Art Core) Courses

In addition to obtaining approval from its own school, a course proposed for General Education Liberal Arts Core credit must also be approved by the school in which the General Education credit is sought.

The proposed chain of approval would be:

- Department ⇒ Its School Curriculum Committee
- ⇒ Other School's Curriculum Committee (if needed)
- ⇒ UCPRC
- ⇒ Faculty Senate

**Appeal:** Should a course proposed for the Liberal Arts Core be disapproved twice by a School Curriculum Committee (other than departmental), the initiating department shall have the right to appeal to the Undergraduate Course and Program Review Committee. Should the proposed course be disapproved twice by the UCPRC, the initiating department shall have the right to appeal to the Faculty Senate.

**Rationale:**

Our current method of approving courses is generally a rapid process once the course gains School approval. This proposal allows ample time for others with, perhaps, a different point of view, to examine the proposed course.

There was a general feeling among members of the Academic Policies Committee that the proposed approval process would provide two positive outcomes:

1. It would verify that the proposed course does not overlap in a substantial way with current Liberal Arts Core courses from that school, and
2. It would safeguard the integrity of the Liberal Arts Core curriculum and its approval process.



### Attachment #3

#### **The Faculty Senate Ad Hoc Honor Code Committee Recommendation on the Development of an Honor Code at Millersville University**

The Faculty Senate Ad Hoc Honor Code Committee (HCC) was created in late spring 2000 with the charge of determining the feasibility and advisability of introducing an honor code system at Millersville University (MU). A report of the findings was to be presented to faculty senate no later than spring 2002, and was to include a recommendation on the development of an MU honor code and any associated policy elements. This document serves these functions, and reports the findings of the two-year study of the HCC on how best to address academic integrity at MU.

Since its initiation, the HCC has encouraged the campus to consider how the university community might best address academic integrity. Toward this end, the HCC has conducted a faculty forum on options toward academic integrity, surveyed both students and faculty, and organized a convocation centered around issues of academic integrity. Using the feedback from these initiatives, and the existent literature and resources on college academic integrity, the HCC finds:

- A. The introduction of a new honor system to an already-existing institution of higher education is feasible, and would be feasible at Millersville University.** Elements of honor systems have been successfully introduced to a number of schools in recent years, including University of Maryland at College Park, University of Tennessee, University of Georgia, University of Minnesota, and Kansas State University.<sup>1</sup> Kansas State, like many other colleges, supports their newly instituted honor code system with a well-developed web site which allows students and faculty to quickly and easily access all information related to the program online. The success of this program may be partially assessed by viewing the extensive web site (<http://www.ksu.edu/honor/>).

We believe an honor system would work for MU. However, institution of such a program should not be taken lightly and needs substantial support and commitment from the faculty, administration, and students. The HCC believes, given adequate campus commitment, resources, and training, the MU community could effectively develop and institute an honor system.

- B. The implementation of an honor code system at MU is advisable.** Specifically, the HCC recommends development of an honor code system which has the following key elements:
1. required signing of the MU Honor Pledge upon admission to the university and/or at new student orientation,
  2. signing of an academic honesty statement on submitted course work at the option of the course instructor,
  3. required reporting by faculty and staff of alleged violations of the honor code, and optional reporting by students of alleged violations,
  4. a judiciary composed of both students and faculty for adjudication of alleged student dishonesty, and
  5. the creation of an Honor Council, consisting of both students and faculty, which would among other things promote a culture of academic integrity on campus through education, motivational programs, and a system of sanctions for violations of academic honesty.

Full details of the proposed program are outlined in the attached *Proposed Millersville University Honor System Constitution and By-Laws*.

The HCC believes that the benefits of an Honor Code system would be substantial and sustained for the following reasons:

1. Significantly fewer cases of cheating are believed to occur on campuses with honor codes<sup>2,3</sup>, probably because of the culture of mutual trust and respect that develops between faculty and students<sup>4,5</sup>, and the clarification of expectations and definitions of cheating behaviors. It therefore becomes less easy for the student to rationalize cheating behaviors<sup>3</sup>.
2. Greater consistency in addressing cases of academic dishonesty is likely to occur.
3. Students commonly take considerable pride in their code schools, and find a sense of prestige in having attended such an institution.
4. Having served on the student judiciary often advances career opportunities for students.
5. Honor code schools are highly respected by the local community, academia, and potential employers. Such prestige may be attractive to high-achieving prospective students.
6. Moral norms are more likely to operate within an honor code structure<sup>3</sup>. Furthermore, learned values may be carried away with students when they leave the university.
7. The greater discussion and awareness of the value of academic integrity promoted by the honor system supports key elements of General Education Objective 16: Personal, Ethical, and Civic Values and Decision-making.
8. The honor code system is consistent with that part of the university mission statement designed to "foster the examination, development and understanding of personal values and appreciation of values of others." The Honor Code System embodies MU community values and provides a means to foster them in our students.

Key to the success of any campus integrity program is the promotion of a culture of academic integrity which clearly and frequently communicates the value of and requirements for achieving academic honesty. This culture is promoted by 1) establishing clear guidelines toward academic integrity with frequent encouragement to know the rules, 2) providing an atmosphere which inspires students to value and practice academic honesty, 3) initiating open university dialog on honesty issues, 4) encouraging high student involvement in the integrity program, and 5) carefully monitoring dishonesty and taking offenses very seriously.<sup>6</sup> Recognizing this need, the HCC recommends establishment of an MU Honor Council. This committee would function to oversee the honor system, promote education on academic integrity, and develop and maintain the culture of academic integrity that is so integral to the success of integrity programs.

This document has outlined the ingredients the HCC believes are necessary for a successful academic integrity program at MU. These include the use of honor pledges, clear guidelines on how to achieve academic honesty, an active student role in the educational function of the Honor Council, and strong sanctions for violations of the honor code. Given the needed resources and campus commitment, the HCC is confident the proposed MU honor system can truly enhance the educational experience of our students.

## REFERENCES

<sup>1</sup>D. McCabe and G. Pavela. 2000. Some Good News about Academic Integrity. *Change*. September/October: 32-38.

<sup>2</sup>Bowers, W.J. 1964. *Student dishonesty and its control in college*. New York Bureau of Applied Social Research, Columbia University.

<sup>3</sup>McCabe, D.L., and Trevino, L.K. 1993. Academic dishonesty: Honor codes and other contextual influences. *Journal of Higher Education*. 64: 522-538.

<sup>4</sup>McCabe, D.L. and Drinan, P.F. 1999. Toward a culture of academic integrity. *The Chronicle of Higher Education*. 46(8,Oct. 15):B7.

<sup>5</sup>Lowry, J.D. 1996. Communities of trust: A recent graduate's experience with honor codes. *Journal of College Science Teaching* 26(1): 6.

<sup>6</sup>McCabe, D.L., Trevino, L.K., and Butterfield K.D. 1999. Academic integrity in honor code and non-honor code environments. *The Journal of Higher Education*. 70(2): 211-234.

## Proposed Millersville University Honor System Constitution

### ARTICLE I. PURPOSE AND ROLE OF THE HONOR SYSTEM AND HONOR COUNCIL

1. The Honor System is designed to promote an environment of academic honesty at Millersville University by 1) educating the academic community on the value of academic integrity, and means by which it may be achieved, and 2) providing timely adjudication for alleged violations of the honor code.
2. The Honor Code and Pledge are designed to reaffirm and foster the value of integrity within the community. Upon acceptance to the university, all students will sign the following:

Honor Code:

The University is an academic community dedicated to the pursuit of knowledge in a supportive academic climate of mutual respect, integrity, and high ethical standards. To this end, the Millersville University Honor Code is designed to promote an environment of ethical conduct, the foundation of which includes the pursuit of academic honesty and integrity. Through an atmosphere of mutual respect we enhance the value of our education and strive for the highest standard of academic excellence. Members of the University community, including students, faculty, staff, administrators and trustees, must not commit any misrepresentation or deception in academic or professional matters.

Pledge:

As an incoming student to Millersville University of Pennsylvania, I pledge to support the university in its efforts to maintain an academic community founded in honesty and integrity. As such, I understand and agree to abide by the Academic Honesty Policy as defined in the *Academic Honesty and Dishonesty at Millersville University* brochure, as well as the principles of the Millersville Honor Code, in all my academic endeavors.

3. The Honor Statement provides further reinforcement of the values of the Millersville University Community. Teaching faculty may require the following signed statement on student assignments, papers, and/or exams:

On my honor, I have neither plagiarized in any form, nor given or received unauthorized aid in this academic work.

The Honor Statement is implied for all academic work whether or not the instructor requires the written statement on the work.

4. Violations of the Honor Code include plagiarism, fabrication, cheating, and/or academic misconduct as defined in the *Academic Honesty and Dishonesty at Millersville University* brochure.

5. The MU Honor Council is responsible for overseeing the MU Honor System; coordinating and conducting hearings with the Associate Provost for Academic Programs and Services; and providing counsel and support to faculty reporting, and students charged with, academic integrity violations. The Honor Council is also responsible for developing/coordinating educational activities on campus related to academic integrity, and for appointing judicial members to the Honor Court.
6. The MU Honor Court, with the Associate Provost for Academic Programs and Services, adjudicates alleged student violations of the Honor Code, and imposes sanctions in appropriate cases. The Honor Court consists of student and faculty Honor Council members who are appointed by the Honor Council Chair at the time of each hearing. The composition of the Honor Court may change from case to case.
7. Academic dishonesty and plagiarism by faculty is specifically prohibited under Section 5 of the MU Governance Manual. The SSHE Collective Bargaining Agreement prohibits alleged cases of faculty academic dishonesty from being adjudicated by faculty and students. Thus, alleged cases of faculty academic dishonesty should be addressed by notifying the appropriate school dean, the provost, or the university president.
8. The Student Honor Education and Activities Council (SHEAC) consists of the student members of the Honor Council, and other interested students, who carry out campus educational activities on academic integrity.

## ARTICLE II. HONOR COUNCIL MEMBERSHIP

1. The Honor Council includes two faculty members from each of the three schools: Education, Humanities and Social Sciences, and Science and Mathematics; and one non-school faculty member. The Honor Council also includes at least eight student members. A chair oversees the operation of the Honor Council, and 3 student counselors coordinate administrative, educational, and administrative functions.
2. Selection of Student Members
  - A. Student nominees must have completed 24 semester hours at Millersville University, be in good academic standing and be enrolled with a minimum of 6 credit hours.
  - B. At the start of each academic year, students interested in serving on the honor council apply for membership to the Student Senate.
  - C. Student Senate elects 8 - 12 Honor Council members and forwards the names to the Honor Council.
3. Selection of Faculty Members
  - A. Faculty are elected in the faculty senate elections at the start of the academic year.
4. Selection of Chair and Vice Chair
  - A. The Chair is elected by majority vote from among the faculty membership of Honor Code Committee at the start of the academic year in which the former Chair's position ends.

- B. The Vice Chair is elected by majority vote from among the faculty membership of Honor Code Committee at the start of the academic year in which the former vice chair's position ends.

5. Selection of Student Counselors

- A. Student Counselors are elected by majority vote from among the student membership of the Honor Code Committee at the start of the academic year in which the former counselor's positions ends.

ARTICLE III. HONOR COURT MEMBERSHIP

1. Two faculty and three student members of the Honor Council are appointed by the Honor Council Chair to the Honor Court for each alleged violation that is tried.
2. The Associate Provost for Academic Programs and Services shall preside over hearings.

ARTICLE IV. RESPONSIBILITIES OF HONOR COUNCIL MEMBERS

1. Attend scheduled meetings of the Honor Council.
2. Serve in one of the student, special-duties positions, as called: Community Education Counselor, Administrative Counselor, Hearings Counselor.
3. Teach and advance the MU Honor System.
4. Advise faculty and students reporting/charged with academic honesty violations.
5. Serve as judging members on the Honor Court.
6. Participate in a training process that is coordinated by the Honor Council chair.

ARTICLE V. RESPONSIBILITIES OF SPECIAL DUTIES COUNSELOR POSITIONS

1. The COMMUNITY EDUCATION COUNSELOR is responsible for developing educational programs that encourage academic integrity at Millersville University, and educating the Millersville community about the Honor Code.
2. The ADMINISTRATIVE COUNSELOR is responsible for compiling annual statistics on cases and hearings related to the Honor Code at Millersville University.
3. The HEARINGS COUNSELOR is responsible for coordinating and scheduling hearings on alleged violations of the Honor Code.

## ARTICLE VI. RESPONSIBILITIES OF OFFICERS OF THE HONOR COUNCIL

### Chair

- A. Schedule and preside over meetings of the Honor Council.
- B. Receive alleged violations of the Honor System.
- C. Select members of Honor Court as necessary for hearings.
- D. Review Honor System policies and report annually to the Associate Provost.
- E. Serve as an ex-officio member of the Honor Council.
- F. Develop and conduct a training program for members of the Honor Council, and the incoming Chair.
- G. Supervise the various activities of the Honor Council.

### Vice Chair

- A. Perform the duties of the Chair when the Chair is unable to do so.
- B. Maintain the records of all Honor Council proceedings.

### Associate Provost

- A. Preside over hearings.
- B. Record findings of the hearing and appeal panels.

## ARTICLE VII. HONOR COUNCIL TERM OF OFFICE

1. Members' terms are two years. Initial appointments are divided equally between one-year and two-year terms.
2. Members' terms begin at the start of the fall semester and end at the beginning of the fall semester of the final year of their appointment.
3. If a member resigns or is removed from office, a replacement appointment for the remaining portion of the member's term will be made by the student senate or faculty senate, as appropriate.
4. Removal from Honor Council
  - A. A member of Honor Council may be removed from office by 2/3 vote of the Honor Council for reasons of misconduct, failure to perform duties, or improper execution of duties.
  - B. The Honor Council Chair may be removed from office by action of the Associate Provost for Academic Programs and Services for reasons of misconduct, failure to perform duties, or improper execution of duties.

## ARTICLE VIII. STUDENT RIGHTS

1. Students' rights are explained in the Student Bill of Rights and Responsibilities.

## ARTICLE IX. CONSTITUTIONAL AMENDMENTS

1. Constitutional amendments may be recommended by any member of the faculty or student body at Millersville University.
2. All amendments must be approved by 3/4 vote of the entire Honor Council body.
3. All amendments are subject to approval by Faculty Senate and Student Senate.

## ARTICLE X. BY-LAW REVISIONS

1. By-Law revisions must be approved by a 2/3 vote of the entire Honor Council body.

### **By-Laws**

## ARTICLE I. RESPONSIBILITIES

To administer the Millersville University Honor System.

## ARTICLE II. REPORTING AND PRELIMINARY ACTIONS

1. Any faculty or staff member who witnesses a violation is obligated to report the violation to the Honor Council within 5 school days of the incident. A reasonable effort should be made to inform the alleged violator of the allegation to allow the alleged violator the opportunity to self report the incident. A student is considered notified if a reasonable effort has been made to contact the student.
2. Any student who witnesses a violation is strongly encouraged to report the violation either to the instructor of the class in which it was observed, or directly to the Honor Council. The student reporter may choose to remain anonymous, and is not required to confront the alleged violator. The student witness is encouraged but not required to testify before the Honor Court.
3. If a violation is reported directly to the Honor Council, the Honor Council should inform both the course instructor and the alleged violator within 5 school days.
4. Every effort should be made by the course instructor or a member of the Honor Council to meet with the alleged violator to discuss the allegation. During this meeting the following events should occur:
  - A. The alleged violator should be informed of the nature of the allegation.
  - B. The alleged violator should be presented with any evidence of the alleged violation.
  - C. The alleged violator will be given the opportunity to explain the circumstances surrounding the alleged violation.
  - D. The alleged violator will be informed of her/his right to contest the allegation in the Honor Court.
  - E. The alleged violator must be informed of the availability of an Honor Council advisor to answer procedural questions relating to the allegations, honor court process, possible



sanctions, and mechanisms for appeal. The advisor will appear with, but will not defend, the student in Honor Court.

- F. An academic honesty violation form must be completed at the instructor/student meeting describing the allegation, the evidence supporting the allegation, the instructor-recommended sanction(s) to be applied (if any), and any other information deemed relevant by the course instructor or Honor Council member. If further action is warranted, the instructor will check the 'further action warranted' box. The form should be signed by both the instructor or Honor Council member, and the alleged violator, and submitted to the Honor Council Chair.
- G. An instructor or Honor Council member may, after meeting with the alleged violator, decide that no further action is warranted. This decision may be based on lack of evidence or other circumstances which arise during the meeting with the alleged violator. In this case, the instructor or Honor Council member will check the 'no further action warranted' box on the violation form, and provide a reason for the decision. The form is then submitted to the Honor Council Chair.

### ARTICLE III. INVESTIGATION

- 1. The collection of evidence to support an allegation of academic dishonesty will be the responsibility of the course instructor, who may request the assistance of the Honor Council.
- 2. The evidence should consist of more than the allegation itself, and may contain copies of exams, reports or other relevant materials.

### ARTICLE IV. THE HONOR COURT

- 1. Meetings of the Honor Court
  - A. The Honor Court shall first meet within 30 calendar days after student notification of a suspected academic honesty violation to hear the charge of academic dishonesty and make a determination of whether a breach of academic honesty has occurred.
  - B. All members of the Honor Court must be present when considering charges and sanctions. If a member cannot be present, a proxy must be designated by the Chair of the Honor Council. This proxy will be selected from the list of active Honor Council members.
- 2. Membership
  - A. The Honor Court, selected by the Chair of the Honor Council, shall be composed of two voting faculty members and three voting student members of the Honor Council.
  - B. The Associate Provost for Academic Programs and Services shall form the sixth non-voting member of the honor court, and shall preside over the hearing.
- 3. Procedures of the Honor Court
  - A. If the student, having been properly notified, fails to appear at trial, the honor court chooses whether to proceed in the student's absence.
  - B. The investigators of a case may not serve on the Honor Court for that same case.
  - C. Both the alleged violator and the instructor of the class in which the alleged violation occurred are expected to attend the hearing. The student reporter may attend the hearing, or, if choosing not to attend, may submit an anonymous written statement detailing evidence of the violation.

- D. The charge and associated facts of the case will be considered by the Honor Court, but the honor hearing is not a trial and therefore does not require formal rules of evidence associated with civil or criminal trial. The Associate Provost for Academic Programs and Services will accept all evidence which reasonably appears to hold probative value in the conduct of the Honor Court's affairs. The review of facts will be non-adversarial.
- E. Only members of the Honor Court shall question participants and/or witnesses. Character references will not be allowed as part of the proceedings.
- F. If a student accused of a breach of academic honesty chooses to present an explanation for her/his actions, he/she must present this defense alone; the student may use optional counsel only in an advisory capacity.
- G. The evidence considered and a final vote regarding conviction by the Honor Court shall focus on whether a breach of academic honesty occurred and the seriousness of the act.
- H. A majority vote among the members of the Honor Court shall be required to reach a decision on the guilt of the alleged violator.
- I. The Associate Provost for Academic Programs and Services shall inform the Honor Council Chair in writing of the final decision. The Honor Council Chair will then notify the alleged violator, instructor, and student reporter of the decision in writing.
- J. If a breach of academic honesty arises during the summer, that case shall be tabled until hearings resume in the fall.

#### 4. Honor Court Records

- A. The results of the hearing are recorded and kept as part of the permanent record.
- B. All records are confidential and subject to the provisions of the Family Rights and Privacy Act.

### ARTICLE V. SANCTIONS

- 1. Only the Honor Council can authorize and apply sanctions. If charges of academic dishonesty are upheld by the Honor Council, a sanction must be applied.
- 2. In the absence of significant mitigating circumstances, the Honor Council should follow the recommendation for sanctions of the course instructor or Honor Council member who submits the Violation Form, given that the sanction is within the range of sanctions prescribed in Article V. Section 3.
- 3. Schedule of Sanctions for Violations of Academic Dishonesty
  - A. Class 1. The most serious breaches of academic honesty fall into this category, as well as any and all second or more offenses of any sort. Sanctions: 1) XF grade and suspension, or 2) XF grade and expulsion. The XF grade indicates that a student has failed a course due to academic dishonesty. Examples of violations include, but are not limited to:
    - i. cheating on a test which involves premeditation and conspiracy of effort,
    - ii. taking a test for someone else, or permitting someone else to take a test or course in one's place,
    - iii. plagiarizing, where the majority of the submitted work was written or created by another,
    - iv. obtaining, stealing, buying, or sharing all or part of an unadministered exam,
    - v. selling, or giving away all or part of an unadministered test.,

- vi. bribing, or attempting to bribe any other person to obtain an unadministered test or any information about the test,
- vii. buying, or otherwise acquiring, another's course paper and resubmitting it as one's own work, whether altered or not
- viii. entering a building, office, or computer for the purpose of changing a grade in a grade book, on a test , or on other work for which a grade is given,
- ix. changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test, on a "Change of Grade" form, or other official academic University record which relates to grades, and
- x. entering a building, office, or computer for the purpose of obtaining an unadministered test.

B. Class 2. These include other serious offenses for which strong sanctions are applied. Sanctions: 1) grade of XF in the course and disciplinary probation, or 2) grade of XF and suspension. Examples of violations include, but are not limited to:

- i. premeditated cheating on a test,
- ii. collaborating during a test with another person by receiving or providing information without the permission of the instructor
- iii. plagiarizing, where part of the submitted work was written or created by another,
- iv. failing to mention others who helped in the preparation of submitted work ,
- v. allowing another to submit one's work,
- vi. giving or taking unauthorized aid in a take home exam or paper,
- vii. falsifying or altering laboratory data or lab reports, or copying lab reports,
- viii. inventing data or other information for research or other academic projects,
- ix. using the course textbook, or other material such as notebook that is unauthorized for use during a test,
- x. using or possessing specifically prepared materials during a test (e.g., notes, formula lists, notes written on the student's clothing or person, etc.) that are unauthorized, and
- xi. altering returned and graded assignments or tests, and resubmitting for another grade.

C. Class 3. These are significant offenses for which the list of sanctions ranges from 1) failure in the submitted work and disciplinary probation, to 2) a grade of F in the course and disciplinary probation. Examples of violations include, but are not limited to:

- i. cheating on an exam which does not involve premeditation,
- ii. copying from another's test or allowing another student to copy from your test, where no prior plans were made for such collaboration,
- iii. submitting work for a class that was already submitted for another, when unauthorized,
- iv. failing to cite information from the correct source,
- v. listing sources in a bibliography that were not used in the paper, and
- vi. copying, or allowing one to copy, homework assignments that are to be submitted for credit.

#### 4. XF Grade Policy

- A. If the Honor Court sanctions a student with a course grade of XF, and this sanction is not appealed by the student, the Honor Council Chair notifies the Registrar to place a grade of XF for the applicable course on the student's academic record.
- B. Student appeals of the XF grade follow the procedure for all other appeals of academic dishonesty sanctions, as outlined in Article VI of the By-Laws. If the Appeals Board denies the right to another hearing, or another hearing is granted and the Honor Court decides to uphold the XF grade sanction, the Honor Council Chair notifies the Registrar to assign the XF grade to the student's academic record. If another hearing is granted and the Honor Court finds there was no violation of academic dishonesty, or assigns a different sanction, the Honor Council Chair notifies the Registrar to remove the academic hold on the student's academic record.
- C. If grades are due but an academic dishonesty hearing is still in progress, a grade of 'I' shall be applied to the course until the hearing process is complete.
- D. An XF grade shall maintain a quality point value of 0.0.
- E. The XF must stay permanent on the transcript for at least two years.
- F. After two years, a student may petition the Honor Council to exchange the XF for an F. The petition must be in written form and provide the reason for removal of the XF. Additionally, the petitioner must appear before the Honor Council to explain the request. If the student petitions and a majority of the Honor Council agrees to remove the XF, the Honor Council outlines conditions under which the XF is removed. The conditions may include serving on the Honor Council, serving in SHEAC, giving testimony of dishonesty during freshman orientation or other organized Honor Council events, and/or performing specific tasks aimed at increasing the education of the violator and/or campus on the value of academic integrity. When these conditions are met, the XF is removed entirely from the transcript, leaving no past evidence of the XF. A grade of F is recorded in its place.
- G. If a petition to change an XF grade to an F has been made and denied, another petition may not be made for another 4 years.
- H. If the student is/has been found guilty of an additional violation of academic honesty, either in the past or future, the XF remains. For cases where the XF was changed to an F and the student is later found guilty of an additional act of academic dishonesty, the XF grade is restored for the course. In these cases, the XF remains permanent. The student may not petition for an F in exchange for the XF in these cases.
- I. A student who has received an XF in a course and needs to pass the course for a requirement may retake the course. If the student passes the course, the requirement is met, but the course grade will remain as an XF.

#### ARTICLE VI. APPEALS

##### 1. Filing an Appeal

- A. A student has the right to appeal the verdict and/or sanctions imposed during the initial hearing of the Honor Court on any of the following three grounds.
- B. A student may file one appeal based on availability of substantial new evidence. *Substantial new evidence* is defined as substantial evidence unavailable at the time of the initial hearing that is now available and has a direct bearing on the verdict. An appeal based on substantial new evidence must be filed within three months from the date of the Honor Court's initial decision.

- C. A student may file one appeal based on sufficient good cause. *Sufficient good cause* is defined as infringement on the rights of the accused student because of any irregularities in the conduct of the hearing process. Irregularities occur when the Honor Court fails to abide by the established procedures as detailed in this document. An appeal based on sufficient good cause must be filed within 10 school days of the initial decision of the Honor Court.
- D. The student may file one appeal of the sanctions on the grounds of disproportionate severity of the sanction. *Disproportionate severity of a sanction* refers to the excessive severity of a particular sanction compared to the severity of the act for which it was applied. An appeal based on disproportionate severity must be filed within 10 school days of the initial decision of the Honor Court.
- E. Appeal requests must be submitted in writing to the Chair of the Honor Council. The written request must clearly state the grounds for appeal, and fully describe the new evidence, irregularities that occurred in the initial hearing of the Honor Court, and/or reason supporting disproportionate severity of the sanction. This written request shall serve as the primary basis for granting or denying a request for a new hearing.
- F. The student may appeal on up to three grounds, but generally all the grounds shall be considered together in one hearing. An exception to this policy shall be granted in the case that substantial new evidence becomes available after the appeal hearing is finished, but before the end of the three month period following the date of the Honor Court's initial decision.

## 2. The Appeals Board and Appeals Process

- A. Upon receipt of a written appeal, the Honor Council Chair will empanel a separate six-member Appeals Board. The Appeals Board will consist of three student members, two faculty members, and a non-voting chair selected from the Honor Council. The chair may be either a student or faculty member.
- B. The Appeals Board will hold a hearing and either grant or deny appeal requests within 30 school days of receiving a written appeal.
- C. The Appeals Board will review the appeal request, transcripts from the initial hearing, and may request additional written statements from any parties involved in the initial hearing.
- D. If the Appeals Board grants an appeal of the initial Honor Court's verdict, the entire investigation/hearing process will be repeated, and the case will be assigned to a new Honor Court panel.
- E. If the Appeals Board grants an appeal of the sanctions imposed by the initial Honor Court, the appeals board is empowered to impose sanctions in accordance with Article V. Section 3.

## ARTICLE VII. CONFLICT OF INTEREST

- 1. Members of the Honor Council will immediately notify the Chair of the Honor Council of any conflicts of interest.

*\* The MU Honor Code Committee would like to acknowledge and thank both Kansas State University and the New Jersey Institute of Technology for the permitted use of many ideas from their honor code constitutions in the development of this document.*

Attachment #4

Emeriti Statement for Mr. Donald Eidam

(Statement not available electronically – if you need a paper copy please contact Marie Zufelt at x3703)

Attachment #5

TO: Millersville University Faculty Senate  
FROM: Department of Elementary and Early Childhood Education  
RE: Resolution for Emerita Status for Dr. Margaret R. Tassia  
DATE: April 15, 2002

RESOLUTION FOR FACULTY EMERITA STATUS  
FOR  
MARGARET R. TASSIA

*Whereas Professor Margaret R. Tassia is retiring in June 2002 after 31 years of service to Millersville University in the Elizabeth Jenkins Laboratory School, the Department of Library Science, and the Department of Elementary and Early Childhood Education; and*

*Whereas Dr. Tassia was Director of the Library Media Program at the Laboratory School, guiding the integration of informational literacy into the elementary school curriculum and mentoring students in their field experiences in the Library Science program; and*

*Whereas Dr. Tassia chaired the Department of Library Science for 10 years, guiding curricular revision resulting in the infusion of technology into the department's courses, and following the department's closure, collaborating on distance education in library service with the University of Pittsburgh; and*

*Whereas Dr. Tassia dedicated extensive time and energy to teaching, advising, and mentoring elementary school and Library Science students and students in the Department of Elementary and Early Childhood Education, especially in the areas of children's literature and storytelling; and*

*Whereas Dr. Tassia has written numerous articles, published books on information literacy skill development and the Pennsylvania German culture, served on numerous children's literature and media evaluation committees in the Association of Library Service to Children/ALA, including the prestigious 1999 John Newbery Award Committee, served as President of the Pennsylvania School Library Association, and served Millersville University on numerous committees, including 13 years as a Faculty Senator,*

*Therefore be it resolved that Dr. Margaret R. Tassia be granted the honorary title of Professor of Elementary and Early Childhood Education Emerita.*

Attachment #6

TO: Millersville University Faculty Senate  
FROM: Department of Elementary and Early Childhood Education  
RE: Resolution for Emeritus status for Dr. Dennis Denenberg  
DATE: April 15, 2002

*Resolution for Faculty Emeritus Status  
For  
Dennis Denenberg*

*Whereas Professor Dennis Denenberg is retiring in August 2002 after 15 years of service to Millersville University in the Department of Elementary and Early Childhood Education; and*

*Whereas Dr. Denenberg committed five years to arranging student placements in local area classrooms as the Service Coordinator of Field Experience and thereafter dedicated extensive time and energy to teaching, advising, and mentoring students in the Department of Elementary and Early Childhood Education, empowering college students to make connections to history and the importance of content as evident by his active role in the Core Knowledge Foundation and his stressing the words of a popular American Hero Will Rogers, "You can't teach what you don't know anymore than you can come back from where you ain't been"; and*

*Whereas Dr. Denenberg brought the importance of real heroes in the lives of our elementary students to the attention of our teacher candidates through his teachings, through the many articles he has had published, through his book, Toward a Human Curriculum: A Guide to Returning Great People to Classrooms and Homes, through his co-authored, Hooray for Heroes, and ultimately, through his co-authoring of his book, 50 American Heroes Every Kid Should Meet!; and*

*Whereas Dr. Denenberg founded and co-advised Phi Eta Sigma, a freshman academic honorary society, recognizing the achievement of our promising students, as well as served on many other university and community committees,*

*Therefore be it resolved that Dr. Dennis Denenberg, achieving his "life, liberty and the pursuit of happiness", be granted the honorary title of Professor of Elementary and Early Childhood Education Emeritus.*



Attachment #7

Emeriti Statement for Dr. Liliana Zancu

(Statement not available electronically – if you need a paper copy please contact Marie Zufelt at x3703)

Attachment #8

TO: Millersville University Faculty Senate  
FROM: English Department  
SUBJECT: Resolution of Emerita Status for Professor Josophine Van Wyk  
DATE: April 1, 2002

WHEREAS Professor Josophine Van Wyk, Instructor of English, retired in 1999, having won an appointment as a Regular part-time faculty member in 1991 and an appointment to the position of Instructor in 1995, after eleven years of service to Millersville University; and

WHEREAS Professor Van Wyk taught remedial English in the summer P. A. C. E. programs; and

WHEREAS Professor Van Wyk served on the Admissions Phonathon for student recruitment; and

WHEREAS Professor Van Wyk was a member of the English Department Composition Committee, on which she served until her retirement; and

WHEREAS Professor Van Wyk was invited in 1997 to serve on the Editorial Advisory Board Composition textbooks of the Collegiate Press; and

WHEREAS Professor Van Wyk was advisor to undeclared students in the Undecided Majors Program; and

THEREFORE, BE IT RESOLVED That in recognition of her achievements and service to Millersville University, Professor Van Wyk, be granted the honorary title of Instructor of English, Emerita.

**Millersville University**

**Department of Physics**

To : Millersville University Faculty Senate  
From: The MU Physics Department Faculty  
Date: April 16, 2002  
Re : **Emeritus Resolution for Dr. Joseph W. Grosh**

The Department of Physics unanimously approves and recommends to the Faculty Senate the following resolution:

WHEREAS Dr. Grosh, Professor of Physics, is retiring in August 2002 after 33 years of service to the university; and

WHEREAS Dr. Grosh served a term as chair of the Physics Department; and

WHEREAS Dr. Grosh established and coordinated our Computer Engineering Program; and

WHEREAS Dr. Grosh had primary responsibility for the development of our electronics course sequence and taught courses for the Computer Science Department; and

WHEREAS Dr. Grosh developed and taught a perspectives course, "Physics and the Evolution of Western Civilization"; and

WHEREAS Dr. Grosh modified and added new technology to our Musical Acoustics course and served as a consultant for an area firm; and

WHEREAS Dr. Grosh made many presentations to area groups and taught an Electronics for Respiratory Therapy course at St. Joseph's Hospital; and

WHEREAS Dr. Grosh served on numerous school and university committees and as a member of the APSCUF representative council; and

WHEREAS Dr. Grosh regularly attended and participated in professional and scholarly meetings; and

WHEREAS Dr. Grosh has been an enjoyable colleague and an outstanding teacher who actually remembered students names.

THEREFORE, BE IT RESOLVED that Dr. Joseph W. Grosh be granted the honorary title of Professor of Physics Emeritus

## **Millersville University Teaching Excellence Award**

The award to be given annually to an individual faculty in recognition of sustained outstanding teaching and mentoring of the undergraduate and graduate students at Millersville University.

### **Award Details:**

1. Faculty members can receive this award only once in their career.
2. There will be no monetary reward associated with this award.
3. The award will consist of a plaque and the faculty member's picture displayed in a common area.
4. The award will be presented annually at the May commencement ceremony.

### **Selection Committee:**

The selection committee will consist of two to three alumni and two to three faculty emeriti. Either an alumni or a faculty emeritus will chair the committee.

### **Nominations:**

Any member of the university, including faculty, staff, administration, and students, may submit a nomination for this award. Nominations are to be submitted by December 1. All nominations must include a supporting letter from the nominator. Nominees and their respective department chairs will be notified before the end of the fall semester (so as to allow the nominee ample time to provide supporting materials). The nominee and the respective department chair will be asked at this time to provide supporting materials. The supporting materials can include, but are not limited to, student evaluations, peer reviews of teaching, testimonials from current and former students, and any curricular materials developed by the nominee. The deadline for submission of the supporting materials will be February 1.

### **Committee's Recommendation:**

The selection committee will forward their recommendation to the President's Advisory Council (or should it just say president and the provost only) by March 1. A decision by the President's Advisory Council (or president and provost only) will be made by April 1.

### **Announcement of the Award**

The award will be announced at the May commencement ceremony.