All academic work is based on the understanding that everyone engaged in academic discourse, in research, and in teaching is truthful, diligent, and respectful of the work of others. Without this, no academic community can flourish. Academic integrity is the moral code that builds trust between scholars.

Academic integrity not only applies to research and the generating of new knowledge, it applies to all aspects of teaching and learning. Class assignments and tests are tools to help students learn; grades show if and how students achieve learning goals. Therefore, all work for which students receive grades should result from the student’s own effort and understanding. It is the duty of the faculty to address all violations of academic integrity with diligence and fairness.

Students share in this responsibility to protect academic integrity at Luther College and first adopted an honor code in 1962, regularly affirming its importance for the academic life at Luther ever since. The faculty acknowledges this shared responsibility by supporting the work of the student-elected Honor Council.

509.1 Student Responsibilities
The Luther Student Body shall assume responsibility for maintaining academic integrity though the Honor Code. For Honor Code specifics see the Academic Integrity website https://www.luther.edu/academic-integrity/honorcode/.

509.2 Faculty Roles in Maintaining Academic Integrity

509.2.1 In the Classroom: The spirit of the Luther College Honor Code is based on every individual student assuming responsibility for his or her own work – including, but not limited to, exams, homework, assignments, papers, group projects, presentations – while neither receiving nor giving assistance in violation of the parameters set forth by the faculty member. Therefore, the primary role of faculty in promoting academic integrity in courses is to define violations and parameters for students to understand, and to create an environment that is supportive of an honor system. To this end, faculty members should have at least one discussion in each course about academic integrity and how it applies to the course. Many additional actions can be taken to further this goal—for suggestions, please see “Methods of Encouraging and Maintaining Academic Integrity in Courses” available at: https://www.luther.edu/academic-integrity/facultyinformation/suggestions/.

509.2.2 In the Luther Community: All faculty members need to assist in maintaining an environment at Luther that is thoughtful about and supportive of academic integrity and the Honor Code. The following is a list of ways for maintaining this environment:

- New faculty members need to be introduced to the Honor Code during their orientation. They should be informed on the purpose of the Honor Code, its relevance to the values of Luther College, all of the content in this section (509) of the Faculty Handbook, and additional resources available through the Office of the Provost website.
- When serving as a first-year advisor, faculty share responsibility with representatives from Student Engagement and the Honor Council for informing new students of the
Honor Code and generating discussion on academic integrity. First-year advisors should address these issues during at least one of their Fall semester meetings.

- Every Department should have at least one discussion each academic year during a department meeting on academic integrity and the Honor Code. Suggested topics for this meeting include: the purpose and presence the Honor Code at Luther College, the meaning of academic integrity among students and faculty, how to address suspected violations of the Honor Code and how violations have been addressed in the past in this discipline, and how to seek additional assistance with academic integrity concerns.
- One-on-one discussion can also be initiated between individual faculty members, without violating confidentiality, to seek clarity about whether a violation has occurred and what the next steps should be.
- Faculty members are encouraged to attend and be active in open forums, talks by leaders in the field of ethics, and other events hosted by Student Senate, the Honor Council, and the Center for Ethics and Public Life on the topics of academic integrity and the Honor Code.
- Additionally, faculty members can initiate discussions by inviting professionals from their disciplines to talk to students on integrity and ethics in their professional lives.

509.3 Faculty Roles in Cases of Suspected Honor Code Violations

509.3.1 All faculty are expected to take action against violations of academic integrity. It is recognized that faculty may elect to submit reports of academic integrity violations to the Honor Code Review Board (HCRB), or faculty may opt to initiate their own individual reviews.
- Faculty are strongly encouraged to consider submitting cases to the HCRB since that process is most consistent with the spirit of the Luther College Honor Code. As a student-run, peer-reviewed and juried process, the HCRB embodies the responsibility for upholding academic integrity that students place on themselves through the creation and renewal of an Honor Code.
- It is not recommended that faculty perform individual reviews when the only evidence of an academic integrity violation is the testimony of a witnessing student. If a student approaches a faculty member with a concern about a suspected violation, the faculty member should encourage the student to report their concern to the HCRB (and offer to assist the student in the process if the student seems reticent to do so).

509.3.2 Reporting to the Honor Code Review Board
Faculty can initiate this process by contacting the Honor Council chair (who is also the HCRB chair) by email (honorcouncil@luther.edu) or campus mail SPO “Honor Council”.
The HCRB procedures are outlined on the Academic Integrity website: https://www.luther.edu/academic-integrity/honorcode/.
- It is requested that faculty do not enact their own sanctions while cases are pending before the HCRB. The decisions reached by the HCRB, and the suggested sanctions, are presented to the reporting faculty at the conclusion of the process. Such sanctions provided by the HCRB are to be viewed as recommendations, providing the faculty with options for action.
Faculty may choose to refrain from discussions about the suspected violation with the student(s) involved while the case is pending before the HCRB. If a faculty member chooses to engage in discussion, it is suggested that a third party be included, preferably his or her department chair, a senior member of his or her department, or the Faculty Advisor to the Honor Council. This third party is present to assist in the discussion and to discourage harassment of the faculty member by the student(s).

509.3.3 Individual Review by Faculty of Suspected Academic Integrity Violations
Faculty retain the freedom to deal with academic integrity violations in their courses according to their own discretion and to what they deem the best interests of Luther College. If a faculty member determines that it is in the best interests of the College not to refer a suspected violation to the Honor Council Review Board, the faculty member must follow the principles of due process when addressing suspected violations. To assist in this process, a form has been created that includes all necessary steps with instructions to follow. This form must be used each time a faculty member conducts an individual review for the following reasons: a) it ensures that due process is upheld, b) it standardizes the individual review procedure so that there is consistency across the College, and c) it standardizes the reports that must be submitted to the Office of the Provost and the Student Engagement Office any time a faculty member determines that a violation has occurred and a sanction has been applied, and d) having a record of all violations allows the Provost to determine if a student has committed multiple violations and is therefore eligible for further sanctions. The Individual Review by Faculty of Suspected Academic Integrity Violations Form can be found on the Office of the Provost website at https://www.luther.edu/academics/provost/handbook/. For recommendations on how to conduct an individual review, see the “Suggested Procedures for Individual Review by Faculty of Suspected Academic Integrity Violations by Faculty” at: https://www.luther.edu/academic-integrity/facultyinformation/individualreview/ and the information for faculty on the Academic Integrity website: https://www.luther.edu/academic-integrity/facultyinformation.

509.4 Faculty Advisor to the Honor Council
A faculty member serves as an advisor to the Honor Council and the Honor Council Review Board. This faculty person is appointed by the Provost, and maintains the position as long as he or she is willing to serve and the Provost supports the appointment. The faculty advisor is a non-voting member of the Honor Council Review Board. The faculty advisor can also serve as a source of information and advice to faculty who are addressing academic integrity issues.