

1. Plagiarism

Plagiarism is the intentional or reckless failure to give sufficient attribution to the words, ideas, or data of others that the student has incorporated into work the student submits for academic credit or other benefit and that would mislead the reader as to the true source of the words, ideas, or data. In order to avoid plagiarism, students must conscientiously provide sufficient attribution. Attribution is sufficient if it adequately informs and, therefore, does not materially mislead a reasonable reader as to the true source of the words, ideas, or data. Students who have any doubt as to whether they have provided sufficient attribution have the responsibility to obtain guidance from their professor or other person to whom they are submitting their work.

2. Cheating

Cheating is a form of dishonesty in which a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained, gives unauthorized aid, or wrongly takes advantage of another's work product. Examples include, but are not limited to:

- Copying from another person's work on an examination or an assignment.
- Allowing another student to copy any portion of one's work on an examination or an assignment.
- Using unauthorized materials or giving or receiving any other unauthorized assistance on an examination or an assignment.
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for the student.

3. Falsification

Falsification is a form of dishonesty in which a student misrepresents the truth, invents facts, or distorts the origin or content of information used as authority. Examples include, but are not limited to:

- Dishonestly answering or providing information in the Seminary application process
- Citing a source that is known not to exist
- Attributing to a source ideas and information that are not included in the source
- Citing a source in support of a proposition that is known not to support such proposition
- Citing a source in a bibliography when the source was neither cited in the body of the paper nor consulted
- Intentionally distorting the meaning or applicability of cited materials
- Inventing material or information to support conclusions

C. PROCEDURE FOR INVESTIGATION, ADJUDICATION, AND SANCTION OF

ACADEMIC HONOR CODE VIOLATIONS

1. Processing Allegations

When an alleged violation of the Academic Honor Code has been reported to the faculty or administration, that allegation shall be passed on to the Academic Dean of the seminary. Any member of the administration, faculty, or staff having knowledge of a violation of the Academic Honor Code shall likewise communicate that violation to the Academic Dean.

2. Conduct Review by Committee

Where an allegation of any Academic Honor Code violation arises and the student admits guilt, the Academic Dean may address the allegation in the first instance and, in such an instance, shall file a written report of his findings and recommendations as needed. Where an allegation of any Academic Honor Code violation arises and the student does not admit guilt, the Academic Dean shall timely refer the matter to the Honor/Disciplinary Committee, which shall consist of three faculty members appointed by the Academic Dean. In the event of a conflict of interest or unavailability of a committee member, a recused or unavailable member shall be replaced by special appointment of the Academic Dean.

Both the student and any professor in whose course, seminar, or activity any of the alleged misconduct occurred shall have the right to present their views to the Committee before any decision is rendered.

The Committee shall create and maintain a record of the matters it considers in making its decision and shall reach its recommendation by consensus in a timely manner. Should no consensus be forthcoming, the matter shall be decided by majority vote.

In determining whether plagiarism, cheating, falsification, or other violation has occurred, a clear and convincing evidence standard shall apply.

Should no violation be found, the Committee's report indicating such finding shall be forwarded to the Academic Dean.

3. Sanctions

Where a violation is found, the Committee may recommend to the Academic Dean the following sanctions: an academic penalty (such as a failing grade); a written reprimand; probation, perhaps with specified conditions (which may address participation in co-curricular or extra-curricular activities); suspension for a specific period of time or until the occurrence of specified conditions; dismissal from the seminary; or any other sanction appropriate to the nature and gravity of the conduct.

In determining the sanction to be imposed where plagiarism has been proved, the following factors, among others, shall be relevant: The student's intent to mislead the reader; the degree of recklessness; the quantity of the plagiarized material relative to the author's entire work; and the relative materiality of the plagiarized material. The Committee shall send the Dean a written report of its findings and recommendations.

4. Action of the Academic Dean

Upon receipt of the Committee's written report and recommendations, the Academic Dean shall determine the final disposition of the matter. The Academic Dean has full discretion to accept, reject, or modify the report and recommendations of the Committee.

Where the Academic Dean, in the role of professor, perceives a conflict of interest, the Academic Dean shall not make a decision in the matter. In such circumstances, the decision shall be made by the Committee or the faculty.

The Academic Dean may direct that records of academic discipline be retained in a student's file, noted on transcripts, or be disclosed to the appropriate entities responsible for assessing the character and fitness of the student as an applicant to ministry or other position.

In addition to any personal communication of the Academic Dean's decision to the student involved, a written copy of the decision shall be sent to the student by registered, return receipt mail.

D. REINSTATEMENT

A student who is dismissed from the seminary for violation of the Academic Honor Code (or the Personal Code of Honor, herein) may not return to the seminary or graduate school unless reinstatement is granted. Reinstatement petitions will be acted upon by the appropriate committee or university official.

II. PERSONAL CODE OF HONOR

A. PREAMBLE

A chaste, honorable, and virtuous life encompasses many principles, including, but not limited to, respect for authority, respect for the human dignity of others, respect for all institutional policies and standards of dress, and avoidance of physically threatening or violent acts towards others, as well as personal self-control. A violation of these or similar principles may result in serious disciplinary action or, where appropriate, may prompt pastoral counseling. The Personal Code of Honor sets forth the disciplinary procedures that apply when non-academic misconduct by a seminary student is alleged to have occurred. Students are charged with notice of this Personal Code of Honor. New students shall be required to sign a statement indicating that they have received and read the Personal Code of Honor.

B. CONDUCT THAT UNDERMINES THE SAFETY, MISSION, OR REPUTATION OF THE SCHOOL

Acts that may seriously undermine the safety, mission, or reputation of the seminary or university are violations of the Personal Code of Honor. Examples of such acts include, but are not limited to:

- Commission of a felony or other serious crime
- Flagrant violations of institutional policies and standards of dress
- Causing public embarrassment to the seminary, the graduate school, the university, or their representatives or employees

C. SEXUAL, PHYSICAL, OR VERBAL MISCONDUCT

Respect for the dignity of each individual as a person created in God's image is fundamental to the institutional culture desired at Liberty Baptist Theological Seminary and Graduate School. Misconduct that is contrary to the teachings of the Christian faith (including the doctrinal statement of the seminary) and constitutes a violation of the seminary's Personal Code of Honor includes, but is not limited to:

- Sexually-oriented joking or comments
- Unwelcome touching or any touching of a sexual nature
- Verbal or physical abuse
- Sexually-oriented comments about an individual's body

- Offensive or crude language directed at individuals
- Display of objects or pictures that depict nudity or are otherwise sexual in nature
- Persistent, unwanted attempts to change a casual or friendly relationship into a romantic or more intimate one

Non-marital sexual relations and the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the university are morally inappropriate sexual misconduct and constitute violations of this Personal Code of Honor. (Inappropriate sexual misconduct proscribed by this Personal Code of Honor is to be distinguished from sexual feelings or orientation.)

Violations of the racial or sexual harassment policies within this Student Handbook shall constitute *prima facie* violations of this Personal Code of Honor.

D. PORNOGRAPHY

Involvement with pornographic, erotic, obscene, indecent, or other similarly offensive materials, expressions, or conduct is inconsistent with the Personal Code of Honor and the Christian faith.

Use of the university's computing network to obtain or distribute pornographic material constitutes a violation of the Personal Code of Honor.

E. PROHIBITED SUBSTANCES

The seminary seeks to provide a drug-free, healthy, and safe learning environment. To this end, no student may misuse legal drugs or other legal medications, or use, possess, distribute, or sell alcohol, illegal drugs, or tobacco products.

F. PROCEDURE FOR INVESTIGATION AND DISPOSITION OF VIOLATIONS OF THE PERSONAL CODE OF HONOR

1. Processing Allegations

When an alleged violation of the Personal Code of Honor has come to the attention of the faculty, staff, or administration, that allegation shall be passed on to the Academic Dean, who shall determine whether the case might best be handled by pastoral counseling or is of sufficient seriousness as to merit formal discipline. Where pastoral counseling is deemed in order, the Academic Dean may personally provide that counseling or decide upon a more appropriate counseling environment. Any cost associated with such counseling shall be borne by the student.

If counseling is deemed to have been sufficient to address the student's misconduct, no further permanent record shall be kept.

2. Conduct Review by Committee

Where evidence exists of a violation of the Personal Code of Honor meriting potential discipline beyond pastoral counseling, the Academic Dean shall refer the matter to the Honor/Disciplinary Committee, which shall follow the same procedures that apply with an alleged violation of the Academic Honor Code.

Where violations of the Personal Code of Honor are alleged, the Academic Dean, or designee, shall join in the deliberations of the Honor/Disciplinary Committee as a non-voting member for the purpose of providing any background information that may be pertinent to the case.

In the event of a conflict of interest, a recused member shall be replaced by special appointment of the Academic Dean.⁹⁹

Should no violation be found, the Committee's report indicating such shall be forwarded to the Academic Dean. Where a violation is found, the Committee may recommend to the Academic Dean the same sanctions as pertain to violations of the Academic Honor Code.

The Committee shall send the Dean a written report of its findings and recommendations.

3. Action of the Academic Dean

Upon receipt of the Committee's written report and recommendations, the Academic Dean shall determine the final disposition of the matter. The Academic Dean has full discretion to accept, reject, or modify the report and recommendations of the Committee.

The Academic Dean may direct that records of disciplinary action be retained in a student's file, noted on transcripts, or be disclosed to the appropriate entities responsible for assessing the character and fitness of the student as an applicant to ministry or other position.

In addition to any personal communication of the Academic Dean's decision to the student involved, a written copy of the decision shall be sent to the student by registered, return receipt mail.

I have read and hereby affirm that I will abide by the Code of Conduct of Liberty Baptist Theological Seminary.

Please sign and date (with your disagreements if necessary):

Signature

Date