

SAN FRANCISCO CONSERVATORY OF MUSIC

Academic Honor Code

All students will sign the following pledge upon enrollment at the Conservatory and such shall constitute the code of academic conduct at the Conservatory:

As students who come together to form a community of performers, composers and scholars, we accept the obligation to uphold the integrity of this community by behaving truthfully and responsibly towards each other in every aspect of our endeavors at the Conservatory. We further recognize that honesty, and the trust which it engenders, lie at the core of a successful course of study.

Understanding that such honesty in the pursuit of knowledge is the only reliable context in which to measure learning, I hereby acknowledge that I am expected to honor and uphold the following academic standards:

- *I will neither give nor receive aid on exams or other required in-class or take-home work, unless otherwise instructed.*
- *I will not plagiarize in any form. Plagiarism is taking over the ideas, methods, or written words of another, without acknowledgment and with the intention that they be credited as the work of the deceiver.*
- *I will not refer to any material during an exam or during in-class or take-home work when reference to such material is not authorized.*
- *I will strictly adhere to the Conservatory's and the teacher's other examination policies.*
- *I will not, in any other manner, engage in dishonest actions in regard to my academic and performance activities and obligations while a student at the Conservatory.*

Policies and Procedures

1. Students who are aware of infractions should report the infraction to the Office of the Registrar. The Office of the Registrar will investigate the report and notify any faculty members involved to assist.
2. A student accused of a violation of the Academic Honor Code is unable to drop the course in which the alleged infraction occurred until completion of all meetings, hearings, and appeals in regards to the allegation. A student accused of a violation should continue to attend the course in which the alleged infraction occurred.
3. When a faculty member finds evidence of a possible violation of the Academic Honor Code, the instructor must promptly contact the Office of the Registrar. The Office of the Registrar will review records to see whether the student has previously been sanctioned in any way for an alleged violation of the Academic Honor Code.
4. If the student has not been sanctioned in any way for an alleged violation of the Academic Honor Code:
 - a. The faculty member will promptly meet with the student and discuss the alleged violation. Penalties for the violation, listed below, should be discussed. If the student accepts responsibility for the violation and agrees to the penalty, then the faculty

member may implement the penalty, unless the Provost or Registrar determines otherwise. The faculty member must complete an *Academic Honor Code Incident Report* and send the report, along with copies of the student's assignment in question, to the Office of the Registrar within five business days. Both the instructor and the student sign the *Academic Honor Code Incident Report*.

- b. At any time during the discussions between instructor and student, whether in person or electronically, the faculty member and/or student can refer the alleged violation to an Academic Integrity Hearing Board by contacting the Office of the Registrar.
5. All alleged infractions of the Academic Honor Code for students previously sanctioned for an alleged violation and for otherwise unresolved allegations are adjudicated by the Academic Integrity Hearing Board. Additionally, all contested cases of first-time violations are adjusted by the Academic Integrity Hearing Board.
- a. When in session during the academic year, the faculty members of the Academic Affairs Committee (AAC) will serve as the Academic Integrity Hearing Board. When the AAC is not in session, or at the discretion of the Provost or Registrar, the Office of the Registrar may appoint an ad hoc Academic Integrity Hearing Board consisting of no less than three faculty members.
 - b. In all Hearing Board cases, the Assistant to the Provost or designee will serve as Hearing Board Secretary and may utilize a recording device to assist in keeping a record. Notes and audio recordings are only kept during the statement and questioning stages of the hearing. Deliberations of the Academic Integrity Hearing Board are confidential; notes and audio recordings are not kept during the deliberation. Retention of notes and recordings is specified below.
 - c. The faculty member will submit all materials regarding the alleged infraction to the Office of the Registrar. These materials comprise the case documentation and include:
 - i. *Academic Honor Code Incident Report* form
 - ii. A copy of the assignment in question
 - iii. A copy of, lines to, or reference list to, any source materials
 - d. The Office of the Registrar will send the student written notification of the allegation including the hearing time and location.
 - e. The student has the option of appearing at the hearing in person, or submitting a written statement. Any statement, written or verbal, should explain the grounds on which the student contests the alleged violation.
 - f. After the statement, the Academic Integrity Hearing Board has the opportunity to question the student.
 - g. After questioning, the Academic Integrity Hearing Board will excuse the student and advisor to begin deliberations. During deliberations, the Academic Integrity Hearing Board will review all materials submitted by the faculty member, the student's statement, the student's answers to questions from the board members, and any previous cases in which the student was found guilty. A final determination of responsible or not responsible on the alleged violation will be made based on the evidence. Penalties will be selected from those listed below.

Fundamental Fairness

The standards for fundamental fairness for non-academic disciplinary hearings at the San Francisco Conservatory of Music will also govern academic honor code hearings, as follows:

1. All charges must be in writing and presented to the respondent at the time of notification of the hearing. Respondents are expected to read and respond to email correspondence.
2. Charges shall be reasonably specific as to the nature, time, and place of the alleged misconduct.
3. The respondent shall be informed of his or her rights under this document at the time he or she is charged.
4. The respondent shall be afforded at least a seven-day notice of the hearing in writing.
5. Hearings are normally scheduled within 14 business days after notification to respondent.
6. The respondent may indicate a preference for an open or closed hearing. (Open hearings can be attended by members of the Conservatory community, and information about the incident and hearing can be made available to members of the Conservatory community). In the absence of an indicated preference, hearings are closed. Final determination of whether a hearing will be an open or closed hearing shall be made by the Provost.
7. The respondent shall have the right to be accompanied by an advisor who may confer with and assist the respondent but may not speak for him or her as an advocate. The advisor must be a member of the Conservatory community who is not an attorney.
8. Hearings are audio recorded. A recording of the hearing will be available in the event of an appeal, but remains the property of the Conservatory.
9. The respondent shall have the opportunity to answer the charges and to submit the testimony of material witnesses on his or her own behalf. Witnessed statements, reports, other statements under oath—scheduled with the Provost or Registrar and respondent—shall be acceptable as documentation submitted to a board. All other documentation is subject to review by the Provost or Registrar prior to the time of the hearing.
10. All evidence and testimony, including the relevant reports, the text of statements made by the respondent prior to his or her hearing and used at the hearing, and any physical evidence, shall be presented at the hearing in the presence of the respondent; however, legal rules of evidence shall not apply.
11. Upon request, relevant reports, documents and other evidence may be reviewed by the respondent in the Office of the Registrar prior to the hearing. Copies of any such material may not, however, leave the office.
12. The respondent shall have the opportunity to indirectly question (through the Board) all witnesses present during the hearing. This does not necessarily include the right to confront witnesses in the same room.
13. The respondent and all other participants are expected to cooperate during the hearing and be truthful in their testimony and responses to questions. A respondent may choose to refrain from providing testimony or answering questions; however, he/she may not then provide a statement on his/her own behalf. Depending on all the evidence presented, a respondent who refuses to give testimony or answer questions may nonetheless be found responsible for the alleged violation, but such responsibility shall not be determined based upon evidence that is principally the fact of the failure of the respondent to testify.
14. The hearing board shall determine by a majority vote whether by a preponderance of the evidence that the respondent engaged in the alleged violation.
15. The findings and recommendations of any of the hearing will be forwarded to the Provost, copy to the respondent. The respondent may, within 7 days, request in writing to appeal to the

Provost the recommendation of Hearing Board. The Provost shall decide whether or not to grant the appeal and/or to accept the findings or recommendations of the hearing board. The Provost will notify the respondent in writing of her decision.

16. The Provost has discretion to interpret and apply these standards to the circumstances of a particular case.

Penalties

Faculty members may choose one or more of the following penalties:

1. Failure on a specific portion or question within an assignment.
2. Failure in the assignment
3. Resubmission/completion of the assignment for educational benefit, but with a failing grade in the assignment
4. Failure in the course

The Academic Integrity Hearing Board and the Provost of the Conservatory may choose from one or more of the following penalties:

1. Warning letter
2. Failure in the assignment
3. Resubmission/completion of the assignment for educational benefit, but with a failing grade in the assignment
4. Failure in the course
5. Reduction or elimination of Conservatory scholarship
6. Suspension
7. Dismissal
8. Restriction or elimination of Conservatory privileges

All penalties of suspension or dismissal are automatically reviewed by the Provost of the Conservatory.

Records

1. Case records of academic integrity proceedings are kept by the Office of the Registrar. Records are retained for a minimum of five years after which they may be destroyed. Case records do not become part of the student's general academic file.
 - a. If a student is found innocent, records, notes, and recordings are not retained. However, a summary of the case that redacts the name of the student may be maintained by the Provost's Office and Office of the Registrar.
 - b. If a student is found guilty, all case records, notes, and recordings are maintained by the Office of the Registrar as specified above.
2. Transcript notations for course failure are maintained per normal procedure.
3. Transcript notations for suspension are maintained per normal procedure.
4. Transcript notations for dismissal due to an academic integrity violation are permanently attached to the transcript.