

Penalty Essay Manual

S. Arlington 3-5-2013

Introduction

Similar to the [Honor Board's Ethics Course](#), penalty essays are assigned to students convicted of Honor System violations to provide an educational experience on the core principles of academic integrity. As the essay requirements are less stringent than those of the Ethics Course, they are assigned to less severe cases of academic misconduct but are still held to a high standard for evaluation. It is the expectation of the Honor Board that a student assigned a penalty essay will correspond frequently with the assigned Honor Board mentor and is solely responsible for the timely completion of the assignment. Completion of the essay is subject to the approval of the Honor Board mentor and the Honor Board's executive board (hereafter referred to as the "executive board".) It is recommended that students submit their essays before their deadlines, as the executive board may allow students to revise essays which would otherwise be deemed inadequate. An essay that is being assigned as a means to remove an Academic Sanction must be fully completed and approved to have the Academic Sanction removed. Any failed or incomplete essays will result in a Permanent Academic Sanction.

Objectives

It is the sole purpose of a penalty essay to provide a student convicted of an Honor System violation a means to reflect on both the nature of their violation and how that violation impacted both the student and the institution. The specific prompt assigned to a student shall be determined in the penalty rendered by the Honor Board but in most cases will be related directly to the nature of the violation in question.

Requirements

All essays shall be at least 5 complete pages in length, double spaced, in 12 point Times New Roman, with 1 inch margins. A cover page, not counted towards the 5-page requirement, shall give the student's name, case number, and prompt number. Failure to meet these requirements is grounds for the executive board to deem the essay incomplete.

The deadline for submission for all essays shall be two months from the dates the students are notified of their penalties. The due date shall be included in the penalty notification. In the case that a student appeals a penalty, that student's essay deadline shall be suspended. Upon completion of the appeal, presuming the Academic Sanction has not been rescinded, the new deadline shall be two months from notification of the outcome of the appeal and will be included in notification of the outcome. Any requests to extend the deadline must be addressed to the executive board, preferably during the last week before the deadline, with a valid excuse. It is at the sole discretion of the executive board to approve or deny extensions. Any essays submitted past their due date without a granted extension will be deemed incomplete.

Students shall submit any drafts as well as the final essay to the Honor Board member who served as their essay mentor. Their mentors will then review the material and submit it to the executive board for

review with their recommendation as to whether or not to approve the essay for completion. A member of the executive board will then review the essay, resulting in one of two potential outcomes.

- 1) The executive board member deems the essay adequate. In this case, the executive board member shall speak for the executive board, and shall request that the Honor Board Advisor contact the Registrar's office to have the Academic Sanction removed.
- 2) The executive board member is unsure if the essay is adequate or believes it to be inadequate, whereupon he shall request the input of the rest of the executive board, and a majority opinion shall determine if the essay is approved. If it is approved, the original executive board member shall request that the Honor Board Advisor contact the Registrar's office to have the Academic Sanction removed. If the essay is deemed inadequate, the executive board may allow the student a chance to revise and resubmit, presuming the essay was submitted to the Honor Board mentor prior to five days before the student's original deadline.

The criteria that the executive board shall use to determine if an essay is adequate are as follows:

- 1) Does the essay address the prompt?
- 2) Does the essay show the student has reflected on his or her actions?
- 3) Does the essay show a desire for self-improvement?
- 4) Does the essay incorporate an understanding of ethics and academic integrity?
- 5) Does the essay fulfill the requirements as to length, font, font sizing, margins, et cetera?
- 6) Does the essay convey its arguments through clear and proper grammar and spelling?
- 7) Was the essay submitted in a timely manner?

Upon either successful completion or failure of an essay, the executive board shall either contact the student directly or request that the student's mentor inform the student of the outcome. The executive board may wait for confirmation from the Registrar that an Academic Sanction has been fully removed before notifying the student that the essay passed. **The executive board shall endeavor to review all essays submitted within a week of submission and return a decision within two weeks of submission.**

If an essay is deemed inadequate, students may request that the Honor Board Advisor give their essays a second assessment. In such cases, the decision of the Honor Board Advisor shall be final.

At any time through the essay process, if students have questions that cannot be answered by their mentors they should contact the executive board at honor@stevens.edu