

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Honor Code

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits were made in August 2023; edits were made in July 2024 to clarify the use of spelling- and grammar-checking tools

Related policies: Graduation Requirements Policy; Policy to Prevent Discrimination, Harassment, and Retaliation; Sexual Misconduct Policy; Student Conduct Policy and By-Laws of the Honor Code Committee.

Scheduled Review Date: March 2025 (Student Services Office)

A. Preamble

As future attorneys, law students are subject to the responsibilities and ethical standards of the legal profession.

The well-being of the legal profession and the integrity of the academic community at Southwestern Law School depend upon maintaining the highest ethical standards. Nothing less is expected of Southwestern students.

B. Misconduct

All forms of ethical misconduct are prohibited at Southwestern, including at Southwestern housing, after-hours on Southwestern property, or at off-campus Southwestern-related activities. Any action or occurrence violating this Student Honor Code is equally violative, whether in cyberspace or through any other electronic device or virtual environment. Types of misconduct may include, but are not limited to, the following:

1. Academic dishonesty

Engaging in dishonest conduct concerning examinations, written work, or other academic activity.

a. *Cheating:*

- i. Giving or receiving unauthorized information in taking exams, writing papers, or other assignments.
- ii. Submitting work for another course unless specifically authorized by the faculty.
- iii. Violating any regulation concerning the examination

- environment or the general custom and conduct of students in taking exams (proctor's instructions, time restraints, interaction between students during the exam, etc.)
- iv. Revealing information to the faculty that would compromise exam anonymity during grading.
 - v. Providing unauthorized assistance to others during their exams or writing papers or assignments.
 - vi. Obtaining unauthorized prior knowledge of an exam or assignment without immediately notifying the Student Services Office.
 - vii. Committing any other act in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

b. *Plagiarism:*

- i. Incorporation, verbatim or in substance, of any passage from the work of another, including a machine or generative artificial intelligence tool, into one's work without attribution.
- ii. Representation of the work of another, including a machine or generative artificial intelligence tool, as one's own.
- iii. Unless prohibited by a faculty member for a particular class or assignment and subject to the Policy Statement on Student Academic Work-Product Originality, students may use spell-checking and grammar-checking tools on the content the student created for a submission without providing a citation.

2. Misrepresentation

Engaging in acts of misrepresentation or dishonesty.

- a. Falsifying a signature on any form, document, or paper.
- b. Misrepresenting attendance by signing into class and leaving the class session before it has ended without permission or aiding a student in misrepresenting their attendance.
- c. Forging, written or oral false statements, and altering or misusing documents, records, stationery, logo, or documentation.
- d. Providing information that the student knows is false or misleading to any faculty or staff, including, but not limited to, providing false or misleading information for financial aid applications, academic petitions, exam change requests, or requests for accommodations.
- e. Falsely accusing another student of violating the Student Honor Code.

Any act or omission which results in the conviction of an offense involving moral turpitude.

3. Misuse of Property and Services

Unauthorized taking, destroying, or damaging property, or misusing services or facilities of Southwestern, faculty, staff, or other students.

- a. Stealing or damaging other students' books, notes, papers, or other academic materials.
- b. Stealing, damaging, destroying, or misusing property or materials belonging to Southwestern or others.
- c. Unauthorized possession, duplication, or use of Southwestern keys.
- d. Misuse of computers and technology.

4. Disruptive or Unprofessional Conduct

Engaging in acts of disruptive or unprofessional conduct.

- a. Conduct that disrupts a classroom environment.
- b. Conduct that interferes with the professor's teaching or students' learning.
- c. Verbally threatening, abusing, or harassing any Southwestern administrator, faculty, staff, or employee in performing their duties.
- d. Disorderly, lewd, indecent, or obscene conduct or expression.
- e. Being inebriated on campus.
- f. Use of illegal drugs.
- g. Unauthorized possession of firearms, explosives, other weapons, prop/toy weapons, or dangerous chemicals on campus.

5. Harassment

All forms of harassment of fellow students, faculty, staff, visitors, and others associated with Southwestern-related activities. Violations will be handled according to the specific policy and procedures, depending on the nature of the conduct.

- a. Retaliation or threat of retaliation against someone who filed threatened to file or served as a witness to an honor code violation complaint.
- b. Any violation of the [Policy to Prevent Discrimination, Harassment, and Retaliation](#).
- c. Conduct that violates the [Sexual Misconduct Policy](#).

6. Violation of Distance Education or Online Protocols

- a. Falsifying their presence or participation in Distance Education or online activities.
- b. Unless permitted by the course professor, using applications, programs, or services to perform or assist in completing their work in violation of the Honor Code or the provisions of the professor's syllabus.
- c. Receiving assistance from other persons in performing their work in violation of the Honor Code or the provisions of the professor's syllabus.
- d. Copying or using without permission or attribution any online or other source.
- e. Using Distance Education or online facilities or activities to harm another member of Southwestern's Community knowingly.
- f. Manipulating or interfering with Distance Education or online program facilities or activities without authorization.

7. Other misconduct

- a. Violating any Covid-19 or other health and safety-related policies set forth

- by Southwestern.
- b. Violating any regulation concerning the academic or on-campus residential environment.
- c. Conduct that could be deemed a violation of ethical standards governing the profession.
- d. Assisting in another student's misconduct.

C. Interim Measures

The Associate Dean for Student Services, in consultation with the Vice Dean(s), may, at any time, suspend some or all student rights and access to Southwestern's premises pending Honor Code Committee (HCC) review. The Associate Dean for Student Services may impose actions including, but not limited to, no contact orders or interim suspension when, in their judgment, not imposing the interim measures will, more likely than not, create or continue:

1. An unsafe situation or other serious harm for one or more members of the law school community, or
2. A disruptive or hostile learning environment that interferes with academic activities. For this purpose, academic activities include but are not limited to studying, teaching, research, advising, student services, conduct proceedings, and administrative operations related to security or safety.

If an interim measure is imposed, the Associate Dean for Student Services will make reasonable efforts to communicate such action in writing to the student as soon as is practicable after such a decision is made.

D. Violations

Alleged violations of the Honor Code will typically be referred to the HCC. The functions and procedures of this body are described in its By-Laws, which appear in the *Student Conduct Policy and By-Laws of the Honor Code Committee*.

Any conduct deemed a violation of ethical requirements governing the profession would indicate that an individual is not qualified for admission to the profession and, therefore, may be subject to termination of enrollment or other appropriate disciplinary measures as determined by the HCC.

Absent extraordinary circumstances as determined by the Dean, a student must not have any pending Honor Code determinations to graduate and be awarded their diploma.

E. Sanctions

When the HCC has found a student to have violated the Southwestern Student Honor Code, one or more of the following sanctions may be recommended by the HCC to the Dean:

- oral or written reprimand;
- probation;
- suspension of rights and privileges in the law school;
- suspension from the law school;
- expulsion;
- any other reasonable sanction deemed proper by the HCC.

Students should be aware that the imposition of a penalty will be communicated to any

bar to which the student seeks admission with or without the student's consent for disclosure. Moreover, certification by Southwestern may be withheld when a student is facing an HCC determination regarding an alleged Honor Code violation or has yet to complete sanctions resulting from such a violation. Details of the procedures for handling charges of student misconduct are set out in the *Student Conduct Policy and By-Laws of the Honor Code Committee*. Violations of on-campus housing rules and regulations, whether also violations of the Southwestern Student Honor Code, may give rise to fines, damages, and eviction as more fully set out in the housing contract, which is separately administered by the housing contract management company and is not dependent on or limited by the HCC process.