**HONOR COUNCIL RESPONDENT GUIDANCE UNDER COVID-19 RESTRICTIONS**

**In light of the Covid-19 pandemic, the Honor Council has virtualized all its operations to remain in line with the new university restrictions on student organizational and social gatherings. This includes honor hearings, advising meetings and expedited sanctioning proceedings The following instructions on meeting with your student advisor and attending hearings are meant to protect Honor Council members, faculty advisors, respondents, and reporters against the spread of Covid-19.**

**Meeting with your advisor**

Respondents will meet with their Student Honor advisor via Zoom to minimize the spread of Covid-19. When you receive notification that your case has passed the Honor Advisory process, you will receive an electronic letter from the Student Honor Advisor assigned to you with a meeting time and a zoom link for your appointment along with their contact information. If you are unable to attend this meeting, please contact your student advisor and schedule a more convenient time for the both of you to meet. You are expected to attend this meeting with your advisor, as they offer crucial information about the hearing process and the honor system relating to your case. During this meeting, your advisor should review the following:

* Your case and the evidence against you
* Your rights and responsibilities under the Honor Constitution
* The hearing process, including:
  + Zoom hearing etiquette
  + An overview of hearing participants and their roles
  + Review of the Prehearing Checklist that you will sign before you call into the hearing
* The Honor Code sanctions (if you are found responsible or decide to plead responsible)
* The Appeals process
* Any other questions that you may have regarding your case

If you are resolving your case through Expedited Sanctioning, your assigned student advisor should organize Zoom meeting to complete Expedited Sanctioning process between you and the involved student(s) during which you will discuss the violation and agree on appropriate sanctions.

**Attending a Zoom hearing**

All Honor Council hearings will be conducted on Zoom to minimize the spread of Covid-19.

Before the hearing:

1. Please submit any additional evidence to honor@mail.umw.edu up until 48 hours before the hearing
2. Please call in to the meeting 15 minutes before the scheduled time as to resolve any technical issues before the hearing starts
3. Please read and sign the Prehearing checklist before the hearing and email it to your advisor or the honor email address [honor@mail.umw.edu](mailto:honor@mail.umw.edu) before you call in.

During the hearing:

* Mute your microphone unless you are speaking
* Minimize distractions and use appropriate zoom backgrounds
* Use earphones and sit in a room by yourself to maintain your own privacy
* Dress business casual
* Have your statement and your evidence up on your screen for your easy reference

**If you are unable to attend your hearing**

Tell your advisor as early as possible in case we may be able to schedule your hearing to a time that is more convenient for you

**If you suspect that you have COVID-19**

1. Please notify your student advisor
   1. If your hearing has been scheduled, please let your advisor know if you need your hearing to be rescheduled until after the quarantine/isolation period ends
   2. If your hearing has not been scheduled, please let your advisor know so your hearing can be scheduled after the quarantine period …
2. Follow university instructions for self-isolation and quarantine