



# Honor System Guidebook and Constitution

2022-2023

“The honor system  
makes a lasting impression  
upon all who have the privilege  
of living under its influence.  
Its implementation is the proof  
that human conduct is responsive to  
the noblest type of influence;  
that of faith in our fellow man.  
As the embodiment of this principle,  
the honor system is indeed a  
way of life.”

—Dr. Edward Alvey, Dean Emeritus

## **Guidance Document Only**

The content within this Honor System Guidebook detailing procedures, explanations, and other information is provided by the Honor Council and administrative support systems at the University of Mary Washington (UMW). The Honor System Guidebook is a guidance document to provide assistance in interpretation of portions of the Honor Constitution, and should be used for informational purposes only. In the event there is a conflict in the language between the two documents, the Honor Constitution shall prevail.

## **The Honor System**

The Honor System at the University of Mary Washington is a deeply cherished tradition founded upon the personal integrity of each individual member of the University community. It requires that all members of this community conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards creates an atmosphere of trust and respect vital to the unique sense of community that characterizes the institution.

It is the students who are responsible for determining when a breach of honor has been committed, and it is they who are entrusted with enforcing the system. Accordingly, every member of the student body has the responsibility not only for understanding the provisions of the Honor Code, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of the offer of admission to Mary Washington includes the explicit agreement to abide by the provisions of the Honor Code as contained in the Honor Constitution and the Honor System Guidebook.

This Guidebook is designed to assist students and faculty in understanding the Honor System at the University of Mary Washington. It contains the Honor Council Mission Statement and the Honor Council Constitution, including organizational guidelines and hearing procedures. A brief summary of student responsibilities and an explanation of various terms is also included. This material should be read carefully by all members of the University community. Questions regarding any aspect of the Guidebook should be directed to the Honor Council president or other Honor Council members, a Procedural Advisor, or any of the respective faculty advisors.

## **Mission Statement**

The University of Mary Washington Honor Council ensures the integrity of the University's Honor System and operates on the basis that members of the University community take responsibility for their own actions. The Honor Council provides education concerning the Honor System for all members of the University, so that together we may develop a community in which honorable decision-making prevails. Facilitation of student enforcement and understanding of the Honor System, as defined in the Honor Constitution, is a key function of the Council. As elected representatives of the student body, members of the University of Mary Washington Honor Council address student concerns regarding the Honor System and serve the entire University community.

## **Honor Council Representatives 2023-2024**

### **President**

Hannah Lee, '24

### **Vice President**

Arianna Chase, '24

### **Senior Class Representatives**

Aisling Berrios  
Gabriella Nguyen

### **Junior Class Representatives**

Lordina Agyekum  
Christopher Anderson  
Emma Goehner  
Merna Mousa  
Marion Robinson

### **Sophomore Class Representatives**

Amaya De Jesus  
Adelaide Gill  
Mallory Thompson

### **First-Year Class Representatives**

To be elected fall 2023

## **Faculty Honor Advisors 2023-2024**

**Dr. Janet Asper**

Chemistry & Physics

**Mr. Peter Catlin**

Simpson Library

**Dr. Prashant Chandrasekar**

Computer Science

**Dr. Teresa L. Coffman**

College of Education

**Dr. Claudine L. Ferrell**

History and American Studies

**Dr. Tyler Frankel**

Earth & Environmental Science

**Dr. Eric Gable**

Sociology/Anthropology

**Dr. Adria Goldman**

Communication

**Dr. Alan B. Griffith**

Biology

**Mr. J. Todd Helbling** Athletics, Health, and Physical

Education

**Dr. Suzie Kim**

Art History

**Dr. Janusz Konieczny**

Mathematics

**Dr. Brooks Kuykendall**

Music

**Dr. Jennifer Mailloux**

Psychological Science

**Mr. Colin Rafferty**

English & Linguistics

**Dr. Robert Rycroft**

Economics

**Mr. Gregg Stull**

Theatre & Dance

**Mr. Justin Wilkes**

Student Transition Program

## **Procedural Advisors**

**Dr. Wes Hillyard**

Academic Services

**Dr. Laura Bylenok**

English & Linguistics

**Dr. Jennifer Hansen-Glucklich**

Modern Languages & Literatures

**Dr. Christine Henry**

Historic Preservation

**Dr. John Marsh**

College of Business



# Student Guide to the Honor System

Each student has the general obligation to act honorably in all dealings with other members of the University of Mary Washington (hereinafter “UMW” or “University”) community, thereby not only developing his/her own sense of personal integrity but also promoting a sense of honor within the entire community. Specific responsibilities include the following:

1. To understand the provisions of the Honor Constitution. In the event of an honor violation, a plea of ignorance will not be acceptable.
2. To understand all course requirements and other University regulations, violation of which might result in a breach of the Honor Code. If in doubt concerning any course requirement or University regulation, the student must consult the instructor or the appropriate University official for clarification.
3. To illustrate commitment to the honor system by completing honor training, signing an Honor Pledge, and attending the Honor Convocation ceremony. The ultimate responsibility for signing the Honor pledge card rests with each individual student.

## **Rights of the Responding Student Accused of an Honor Violation (the “Respondent”):**

1. To be considered “not responsible” unless determined otherwise
2. To be informed in writing of the exact charges being brought against him or her
3. To be free from speaking before the Council
4. To plead responsible at any time prior to the convening of his or her hearing
5. To testify and present witnesses on his or her own behalf
6. To ask questions of any person providing testimony during a hearing, or to have questions asked on his or her behalf
7. To be advised by any University faculty, staff, or student during a hearing, with the exception of an Honor Council member, in addition to or instead of being assisted by his or her faculty and student honor advisors
8. To appeal his or her finding or sanction in accordance with the Appendix of the Honor Constitution
9. To have the details of his or her case held in strict confidence by the Honor Council, by the person alleging the honor violation, and by any other persons involved in his or her case
10. To review all physical evidence that will be presented against him or her at least 48 hours prior to the start of his or her hearing
11. To be given at least one week from the time that he or she enters a plea to prepare before the convening of his or her hearing
12. To have access to a record of the proceedings of his or her hearing

## **Responsibilities of the Respondent:**

1. To understand and accept the University of Mary Washington Honor System as set forth in the Honor System Guidebook
2. To understand the severity of the situation in which he or she is involved, and the possible consequences that may

result from his or her actions

3. To give prompt written notification to the Honor Council president if he or she chooses to change his or her response to the allegation from “not responsible” to “responsible” or vice versa
4. To provide the Honor Council with all evidence to be presented at his or her hearing no later than 48 hours prior to the start of the hearing
5. To cooperate with all Honor System proceedings and to respond in a timely way to all Honor System communication

### **Reporting an Honor Violation**

The Honor tradition at Mary Washington is a shared commitment. Ultimately, it is the participation of the student body that determines if the Honor System will continue to work. All members of the Mary Washington community should report any suspected violation of the Honor Code to the Honor Council. Only by abiding by the tradition of Honor is the University community able to preserve the Honor System as a way of life.

Honor violations result from either intentional dishonesty or from disregard for relevant rules or policies. These types of conduct are distinct from honest mistakes or genuine misunderstanding of rules or policies, which may result in action according to other procedures but which would not fall under the Honor System.

If concerned about the existence of an Honor violation, please read and follow the outlined steps carefully.

1. If a member of the University community believes that an Honor violation has occurred, he or she should follow the procedure outlined in the appropriate Appendix of the Honor Constitution. Specifically, he or she should quickly and discreetly investigate the alleged violation; this includes approaching the suspected violator with a request for an explanation of said violation.
2. If the University community member, after completing the initial investigation, continues to believe that an honor violation has occurred, he or she should complete an online Honor Violation Report Form, available on the UMW Honor Council website.
3. The completed form must be submitted within five academic days of the determination that a possible violation has occurred. Please note that the allegation must be made within 10 days of the date of the incident, although extensions may be granted by the Honor Council President.

### **Explanation of Honor Violations**

Violations of the Honor Code, as set forth in the Honor Constitution, are lying, stealing, and cheating. The following information is designed to explain certain infractions that are included within these categories:

1. Forgery – falsely and fraudulently making, altering, or causing to be altered, a document.
2. Exam Cheating – the use during a test or examination of illicit notes or of any of the following unless expressly authorized by the instructor:
  - a. One’s own material
  - b. Another’s material
  - c. Textbook
  - d. Class notes
  - e. Mobile devices
  - f. Laptop computers
3. Collaboration – working with another person or persons without authorization in the execution of a test, report,

paper, laboratory work, or assignment. Except where joint effort is permitted or special allowances are made by the instructor, all work for which credit is sought must be performed by the individual student.

4. Plagiarism – copying or imitating the language, ideas, and/or thoughts of another and presenting this material as one’s original work. References for citation and examples of plagiarism may be found at <http://owl.english.purdue.edu> and <http://tlt.its.psu.edu/plagiarism>. The following standards shall apply in determining whether a document has been plagiarized in violation of the Honor Code:
  - a. Common knowledge – information quickly accessible to the reader of a given document. The reader need not actually know the information, but must be able to check its accuracy quickly in any good library without citations from the author of the paper. Usually, the reader should also be able to check or pursue the information in a variety of published sources. Such common or readily available information does not require documentation. But if the reader does need to use a particular source to follow up or verify the information, a reference to that source is necessary.
  - b. Paraphrasing – complete rewording, using one’s own sentence structure. Any paraphrased facts or ideas that are not common knowledge must also be footnoted.
  - c. Quoted matter – the direct use of written material of another writer. Whenever this is done, the source must be indicated appropriately by internal reference or by footnote. The writer must treat another’s words, phrases, or ideas as a direct quotation. All direct quotations of more than three consecutive significant words should be indicated by quotation marks. It is the student’s responsibility to use a recognized source (e.g., Seeber’s *A Style Manual for Students*, Turabian’s *A Manual for Writers*, or the *MLA Style Sheet*) as a guide for making footnotes and bibliographic entries unless otherwise directed by the instructor. Moreover, it is the student’s responsibility to find out all the requirements of any course from the instructor and to consult the instructor for clarification if there is any doubt concerning such matters as paraphrasing and common knowledge.
5. Fabrication – a form of cheating that involves the false construction of work (e.g., data, laboratory work, graphs, statistics, bibliographies, etc.).
6. Divulging information – a form of cheating that involves revealing or disclosing information relating to academic work without authorization to do so.

**NOTES:**

1. It is the obligation of the instructor to explain clearly the conditions under which all assigned work is to be completed, and it is the obligation of the student to be familiar with and accept such conditions. If in doubt, the student must consult the instructor for clarification.
2. The Honor Council reserves the right (in case of noncompliance or in advance of graduation) to place an administrative “hold” on the student’s ability to obtain grades or transcripts. Students with a “hold” will be allowed to register for classes.
3. The President of the University may appoint support advisors to aid procedural advisors with case dispensation as needed.
4. The timeline outlined for case adjudication may be adjusted when agreed upon by all parties involved. This latitude may be exercised to accommodate semester transitions and issues impacting graduation.
5. Honor Council proceedings are not intended and shall not be used to vindicate any private wrong, personal injury, or affront to dignity. The Honor System is not a trial court equivalent to vent tort suits or civil grievances, and issues brought before the Council should pertain to the educational benefit of the community and its members.
6. Decisions in Honor Council cases are made based on a preponderance of evidence.
7. When a student is found responsible for an academic offense but not sanctioned with loss of credit in the course, the faculty member may re-grade the offending assignment in light of that finding.

# University of Mary Washington The Honor Constitution

## ***Introduction***

The Honor System applies to every student who is enrolled at the University of Mary Washington. Accordingly, every student shall be required to verify acceptance of the Honor System by signing the following Honor Pledge:

*"I, as a new member of the University of Mary Washington community, pledge not to lie, cheat, or steal and to actively contribute to a community of trust. I understand that honor is a way of life at Mary Washington and that my words and deeds impact the lives of others. As a Mary Washington student, I therefore promise to hold myself to the highest standards of honesty and integrity in all that I do and say.*

*I further pledge that I will endeavor to create a spirit of honor, both by upholding the Honor System myself and helping others to do so."*

Registration as a student at the University of Mary Washington obliges a student to abide by the Honor Constitution. Each student will sign the Honor Pledge before classes begin, in accordance with the Honor Council's procedure. This is a symbol of each student's willingness to accept the Honor System as a way of life at the University of Mary Washington. The ultimate responsibility for signing the Honor Pledge rests with the student.

## ***Article I: Scope of the Honor Code***

**Section 1.** The violations of the Honor Code are lying, cheating, and stealing in all their various forms. These terms are briefly explained as follows:

- A.** Lying: a deliberate misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another's card or by allowing another to use one's own card.
- B.** Cheating: an intentional misrepresentation of another's work as one's own, or a misrepresentation of the circumstances under which the work was done or behavior showing a disregard for standard academic or disciplinary practices, or the rules applying to the coursework in question. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.
- C.** Stealing: the taking of the property of another person, the University, or any other organization or entity, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library materials, and the unauthorized duplication of a University key.

**Section 2.** In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the following pledge on all quizzes, examinations, papers, and other assignments, as appropriate: *"I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work."* By writing and signing this statement, the student affirms his or her promise to uphold the Honor Pledge. This pledge verifies that the work submitted is the student's own and has been done in accordance with the requirements set forth by the instructor.

**Section 3.** An organizational and procedural Appendix is attached to this Constitution. The Appendix provides organizational and procedural requirements for the effective operation of the Honor System.

## ***Article II: Organization***

**Section 1.** The Honor Council is a judicial body designed to try specific cases brought to it regarding possible violations of the Honor Code.

## ***Article III: Procedure***

**Section 1.** The Honor Council operates on the premise that every person is deemed not responsible until proven

responsible. The Honor Council of the University of Mary Washington shall develop procedures for resolving suspected Honor Code violations. The procedures are outlined in the Appendix.

#### ***Article IV: Notation on Academic Record***

##### **Section 1. Record of Honor Hearing**

- A. When a student is found not responsible, all records of the hearing shall be kept confidentially in the electronic record system.
- B. When a student is found responsible, one or more of the following entries shall be made on the student's official academic record, as appropriate:
  - 1. ***Sanctioned by the Honor Council on [date] to perform [number] hours of community service for the Honor Code offense of [name of violation].*** At the time of graduation from the University, this notation shall be removed from the official academic record.
  - 2. ***Sanctioned restitution by the Honor Council on [date] for the Honor Code offense of [name of violation].*** At the time of graduation from the University, this notation shall be removed from the official academic record.
  - 3. ***Sanctioned by the Honor Council on [date] to complete Honor Education for the Honor Code offense of [name of violation].*** At the time of graduation from the University, this notation shall be removed from the official academic record.
  - 4. ***Sanctioned by the Honor Council on [date] to complete an educational project for the Honor Code offense of [name of violation].*** At the time of graduation from the University, this notation shall be removed from the official academic record.
  - 5. ***Sanctioned [residential sanction name] by the Honor Council on [date] for the Honor Code offense of [name of violation].***
  - 6. ***Sanctioned loss of credit in [insert course name] for the Honor Code violation of [insert violation].*** Three years after graduation from the University, this notation shall be removed from the official academic record.
  - 7. ***Sanctioned representational suspension by the Honor Council on [date] until [end date] for the Honor Code offense of [name of violation]. Entitled to remain enrolled during this period.*** Three years after graduation from the University, this notation shall be removed from the official academic record.
  - 8. ***Suspended for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Entitled to enroll no earlier than [date].*** This is a permanent notation.
  - 9. ***Permanently dismissed from the University by the Honor Council on [date] for the Honor Code offense of [name of violation].*** This is a permanent notation.
- C. For notations 1–7 only, and not for permanent notations, a student or former student may request that the transcript notation be removed early. Such requests must be made to the Honor Council more than one year from the date of sanctioning. The request should include the reason for the request, the lessons learned since the violation, and confirmation of good behavior since the sanction was imposed. The Council will consider the request and may, in its sole discretion, elect to remove the sanction. Sanction notations may not be removed unless the petitioner has not been found responsible of an honor violation since the proceeding resulting in the sanction.

#### ***Article V. Amendments to the Constitution***

**Section 1.** Amendments to this Constitution may be initiated either by the Honor Council or by the student body.

- A.** The Honor Council may initiate an amendment by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote from the University's additional Honor Council of at least three-fourths of their members, and an affirmative vote of the majority of the votes cast in a student body referendum including both undergraduate and graduate students.
- B.** The student body may initiate an amendment by presenting to the Honor Council a petition signed by at least 10 percent of the currently enrolled student body including both undergraduate and graduate students. For approval, the amendment must then receive an affirmative vote of at least three-fourths of Honor Council members. It must then receive an affirmative vote of a majority of the votes cast in a student body referendum including both graduate and undergraduate students.
- C.** In the event that the Honor Council does not approve an amendment initiated by the student body, such action can be overridden if a petition, signed by at least 25 percent of the currently enrolled student body, is presented to the Honor Council requesting a referendum on the amendment. For approval, the amendment must then receive an affirmative vote of a majority of the votes cast in a student body referendum including both graduate and undergraduate students.

**Section 2.** Amendments to an Appendix may be initiated by the Honor Council or by the student body.

- A.** The Honor Council may initiate an amendment to its Appendix by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote of the majority of the votes cast in a student body referendum including both graduate and undergraduate students.
- B.** The student body may initiate an amendment to the Appendix by presenting to the Honor Council a petition signed by at least 10 percent of the currently enrolled population. For approval, the amendment must then receive an affirmative vote of at least three-fourths of the Honor Council's members. It must then receive an affirmative vote of a majority of the votes cast in a student body referendum including both graduate and undergraduate students.
- C.** In the event that an Honor Council does not approve an amendment to an Appendix initiated by the student body, such action can be overridden if a petition, signed by at least 25 percent of the currently enrolled student body, is presented to its Honor Council requesting a referendum on the amendment. For approval, the amendment must then receive an affirmative vote of a majority of the votes cast in a student body referendum including both graduate and undergraduate students.

**Section 3.** Any amendments to the Constitution or Appendix must be approved by the Board of Visitors of the University before the amendments can become operative.

*Approved by student body, March 1, 1990 Approved by Board of Visitors, April  
7, 1990 Amended by student body referendum, March 28, 1991  
Amendment approved by Board of Visitors, April 19, 1991*

*Amended by student body referendum, March 22, 1994 Amendment approved by Board of  
Visitors, April 16, 1994 Amendments approved by Board of Visitors, November 11, 1995 Amended by  
student body referendum, December 4, 1995 Amendments approved by Board of Visitors, February  
10, 1996 Amended by student body referendum, February 28, 1996*

*Amended by student body referendum, April 12, 2001 Amendments approved by Board of  
Visitors, April 21, 2001 Amended by student body referendum, April 2, 2002 Amendments  
approved by Board of Visitors, April 20, 2002 Amended by student body referendum, April 2,  
2003 Amendments approved by Board of Visitors, April 11, 2003 Amended by student body  
referendum, March 10, 2005 Amendments approved by Board of Visitors, April 16, 2005  
Amended by Board of Visitors, September 8, 2006 Amended by student body referendum,  
February 11, 2009  
Amendments to Appendix A approved by Board of Visitors, February 20, 2009*



*Amendments to Constitution approved by Board of Visitors, May 8, 2009 Amended by student body referendum, April 8, 2011*

*Amendments to Appendix A approved by Board of Visitors, May 6, 2011 Amendments to Constitution approved by Board of Visitors, May 6, 2011 Amendments to Appendix A approved by student body referendum, March 14, 2012 Amendments to Appendix A approved by Board of Visitors, May 11, 2012*

*Amendments to Appendices A and B approved by student body referendum, March 27, 2013*

*Amendments to Appendices A and B approved by the Board of Visitors, April 19, 2013 Amendments to Appendix A approved by student body referendum, April 1, 2014 Amendments to Appendix A approved by Board of Visitors, April 10, 2014 Amended by student body referendum, April 8, 2015*

*Amendments approved by Board of Visitors, April 17, 2015 Amended by student body referendum, April 6, 2016 Amendments approved by Board of Visitors, April 15, 2016 Amended by student body referendum, April 7, 2017 Amendments approved by Board of Visitors, April 21, 2017 Amended by student body referendum, March 23, 2018 Amendments approved by Board of Visitors, April 20, 2018*

# Honor Constitution Organizational and Procedural

## Appendix

### **Article I: Scope of the Honor Code**

**Section 1.** The violations of the Honor Code are lying, cheating, and stealing in all their various forms.

**Section 2.** A person who notifies the Honor Council of a possible violation will be referred to as the *reporter, initial reporter, or reporting faculty* as appropriate. A student who is the subject of such a notification shall be referred to as the *responding student, or respondent* as appropriate.

### **Article II: Organization**

**Section 1.** The University of Mary Washington Honor Council is a judicial body designed to adjudicate specific cases brought to it regarding possible violations of the Honor Code.

**Section 2.** The Honor Council consists of a president and 23 other members.

- A.** The Honor Council president is elected at large by the entire student body from among currently enrolled students. The president must have at least one academic year's experience as an Honor Council representative. In the event that no eligible candidates are nominated to run for the Honor Council presidency, an appropriate decision will be made by the President of the University. Any concerns of eligibility that arise will be handled by the President of the University.
- B.** The 23 other members consist of five representatives each from the first- year, sophomore, junior, and senior classes, and three representatives of the graduate student body. They are elected by currently enrolled students in the respective populations.
- C.** One Honor Council representative shall be elected by the Council to serve as vice president. That person shall assume the duties of the president in the president's absence, and shall perform such other duties as may be assigned by the president.
- D.** The terms of office of Honor Council members shall begin in the spring semester of the year in which elected, and shall continue until the installation of the succeeding members the following year. Members of the Honor Council may be reelected.
- E.** Attendance Policy per Semester. When an Honor Council representative has two unexcused absences, he or she will meet with the Honor Council president. After a third unexcused absence, the member will be removed from the Council, and a Special Election will be held to fill the position. Unexcused absences are determined by the president.
- F.** Any member of the Honor Council who fails to perform the duties or uphold the standards of office may be removed by action of his or her constituency or by the Honor Council itself, as follows:
  - 1.** Upon presentation to the Honor Council of a petition signed by at least 20 percent of the member's currently enrolled class (in the case of an honor representative), or at least 20 percent of the entire currently enrolled student body of the Fredericksburg campus (in the case of the president), the question of recall shall be considered. At least three fourths of the Honor Council must vote in favor of removal in order for the motion to be carried. If, upon petition, the Honor Council fails to remove the member in question, such action may be overridden upon petition of at least 40 percent of the appropriate constituency followed by a majority of the votes cast by that constituency.
  - 2.** Alternatively, the Honor Council itself may initiate the recall of a member by a vote of at least three-fourths of its members in favor of removal. Once a member has been removed from office as a result of failure to complete council duties, he/she is not permitted to run for (re)election to the council.

3. Whenever a member is removed or resigns from office, an election shall be held as soon as practicable by the appropriate constituent group to fill the vacancy thus created.

**Section 3.** There shall be an Honor Advisory Board consisting of the president of the Honor Council, who will act as chair, and two Honor Council

representatives. The other two Honor Council representatives will be appointed by the president, and they must be members who have at least one year's experience on the Council. It is the responsibility of this body to receive information from the initial reporter's statement and the statement received from the responding student. It is on that basis that the Honor Advisory Board determines the appropriate dispensation of the alleged violation.

**Section 4.** There shall be student honor advisors appointed by the student advisor coordinator from among the Honor Council representatives.

- A. An Honor Council representative, who is elected vice president of the Honor Council and who shall serve as student advisor coordinator, will appoint student honor advisors to each hearing.
- B. At each hearing, one student honor advisor will serve as advisor for the initial reporter and one will serve as advisor for each responding student. The student honor advisors are involved to provide clarification of Council policies to the initial reporter and responding student.

**Section 5.** There shall be nonvoting faculty advisors to the Honor Council, at least two of whom shall be present at each hearing.

- A. Faculty advisors shall be appointed for staggered three-year terms by the President of the University in consultation with the president of the Honor Council.
- B. Faculty advisors shall be selected in such a manner that there is at least one representative from each of the classroom buildings and the library.
- C. Prior to each honor hearing, one faculty advisor shall be available to assist the initial reporter and one to assist the responding student, but neither faculty advisor shall speak at the hearing itself.
- D. Faculty advisors should meet with the Honor Council president and/or vice president at least once per semester to review matters of function and practice, and to review sanctions imposed by the Honor Council.
- E. The president or vice president of the Honor Council shall report to the appropriate faculty body at least once per semester concerning Council matters.

**Section 6.** Procedural Advisor: There shall be one nonvoting procedural advisor to the Honor Council, who shall be appointed by the President of the University in consultation with the president of the Honor Council. It shall be the role of the procedural advisor to aid the Honor Council president in providing clarification concerning Honor System procedures. The procedural advisor or a designee shall be present at each Honor Hearing Panel and Honor Council deliberations during said hearings.

### ***Article III: Procedure***

#### **Section I. Investigation**

- A. The Honor Council operates on the premise that every person is deemed not responsible until proven responsible.
- B. All members of the University community should feel obligated to investigate as quickly and discreetly as possible any suspected violation of the Honor Code. If it is apparent that no honor violation has in fact occurred, there shall be no further proceedings. If, however, it is believed that a violation has occurred, the alleged honor violation will be reported to the Honor Council president, who will notify the students involved. All honor referrals must be made within 10 business days from the date of discovery of the alleged violation or the perpetrator thereof. This 10-day period within which a report must be made excludes all breaks. Extensions

may be granted by the Honor Council president. The Honor Council may stay its notification and deliberation processes at any point if it learns that the alleged violation is the subject of an active criminal investigation.

- C. Both the initial reporter and responding student must be a member of the University community.
- D. The Honor Council president will notify the responding student that he or she has four business days to turn in a written statement. The statement from the initial reporter is already available in the initial notification letter. If a response from the responding student is not received within four business days, the Council will proceed as if the student had pled not responsible.

## **Section II. Honor Advisory Board**

- A. The Honor Council president and two Honor Council representatives will meet as the Honor Advisory Board (HAB) to discuss the two written statements and any other evidence submitted. Such meetings will be organized within five business days after receiving the written statements and other evidence.
- B. The HAB will direct a case to be continued only when the following conditions are met:
  - 1. The behavior in question would be an honor code violation assuming all evidence is true;
  - 2. There is sufficient evidence to warrant a hearing. For practical purposes, sufficient evidence is defined as any evidence beyond the word of the initial reporter, including (but not limited to) witness statements, documentary or other tangible evidence. In the absence of sufficient evidence, the HAB may request additional information from the initial reporter.
- C. On the basis of the statements received, the Honor Advisory Board shall make one of the following determinations:
  - 1. If the materials under review are unclear or materials are missing, the HAB may request further information from either the initial reporter or the responding student.
  - 2. If there is no evidence that a violation has occurred, the process shall end.
  - 3. If the evidence presented is insufficient, or the grounds inappropriate, to warrant further adjudication, there shall be no further proceedings.
  - 4. If there is evidence of a violation, but not one that involves an infraction of the Honor Code per se, the matter shall be referred to the appropriate body for adjudication (e.g., OSCAR).
  - 5. If there is evidence of an Honor Code violation, the responding student shall be given the case materials presented to the HAB. He/She will be presented with the choice of (1) withdrawing from the University, (2) taking immediate responsibility and requesting Expedited Sanctioning, or (3) being heard by the Honor Council. The HAB shall determine whether the violation is eligible for Expedited Sanctioning.
- D. Voluntary Withdrawal
  - 1. An initial reporter cannot withdraw a charge of an honor violation upon agreement of the respondent to withdraw from the University.
  - 2. If the respondent elects to discontinue enrollment:
    - a. The Honor Council shall take appropriate action to record the facts as they were presented.
    - b. The Honor Council president shall notify the President of the University and other appropriate administrative officers of such action; and the following entry shall be made on the student's official academic record: *"Discontinued enrollment at the University on [date] under accusation of an Honor Code violation of [name of violation]."*

3. The honor system is considered to have been engaged when an initial reporter or the Honor Council communicates with a potential respondent to investigate the possibility of an Honor Code violation.
- E. No hearing shall be scheduled between the beginning of the Reading Period and the end of the Examination Period. Cases that arise within this time frame shall be adjudicated as soon as possible, but ordinarily no later than the end of the second week of classes during the subsequent semester (summer sessions excluded). In the event of extenuating circumstances, the president of the Honor Council may grant a postponement. If a student is reported to the Council for multiple separate Honor Code violations, and the second violation is submitted to the council prior to the first case being heard, then the first violation to be scheduled for a hearing will be resolved completely before the other case is heard. In the event that the student appeals the finding or sanction of the initial case, the Honor Council will proceed with the appeals process for the first finding prior to hearing the second case. Both the initial reporter and respondent will be notified of the delay, but the initial reporter will not be told the reason for the delay.

F. Admission of Responsibility

1. The responding student may plead responsible at any point prior to the actual honor hearing.
2. Upon concurrence of the responding student, initial reporter, and the HAB, a responding student may enter the Expedited Sanctioning process.
3. Otherwise, a responding student pleading responsible shall appear before a Review and Sanctioning Board. The purpose of the hearing shall be to determine an appropriate sanction based on the honor violation.
4. When pleading responsible, the responding student must send a signed, written statement to the Honor Council president acknowledging a plea of responsible.
5. Upon receipt of the responding student's statement, the Honor Council president shall arrange for a Review and Sanctioning Board. At the hearing, the Honor Council shall be represented by six of its members: the Honor Council president, who is the presiding officer for the hearing, plus five unbiased Honor Council representatives.

Both parties shall be entitled to have present at the hearing a student honor advisor, appointed by the vice president, and a faculty advisor. Both parties shall be entitled to present a statement at the time of the hearing. Both responding student and initial reporter are required to attend unless excused by the Honor Council President.

G. Expedited Sanctioning

1. A faculty member may propose Expedited Sanctioning of honor violations under certain circumstances. Faculty wishing to exercise this option should indicate so on the Honor Accusation Form.

Expedited Sanctioning is optional for both faculty reporters and for responding students.

2. Not all honor code violations are eligible for Expedited Sanctioning. The HAB will determine eligibility. An accusation will be considered eligible if:
  - a. Only one student is accused of the violation or all students accused of the collaboration take responsibility and request Expedited Sanctioning.
  - b. It is a first offense for all responding students.
  - c. The initial reporter is full-time or part-time faculty or staff.
  - d. The offense meets criteria for severity as explained in the Guidelines for Expedited Sanctioning. These Guidelines will be published on the Honor Council website.
3. In the event a case is determined to be eligible for Expedited Sanctioning, the responding student(s) will be notified within three days. An Honor Sanction Advisor will be available to assist each respondent in understanding the Honor System, including Expedited Sanctioning. Once a responding student consents to Expedited Sanctioning in writing, he or she may not change his or her plea to Not Responsible.
4. An Expedited Sanctioning meeting will be scheduled within five days to discuss sanctioning. Parties include the reporting faculty member, the responding student, and an Honor Sanction Advisor appointed by the Honor Council. Honor Sanction Advisors are members of the Honor Council. Proceedings of Expedited Sanctioning meetings are confidential. During the meeting, a sanction and a grade penalty shall be proposed by the reporting faculty. For academic violations, a minimum of one honor education seminar must be given. In collaboration cases, one meeting for all respondents is permissible, as are individual meetings for each respondent. In a case where reporting faculty and respondents do not agree on meeting format, the respondents' request will be honored.

Possible sanctions include:

- a. Community Service
- b. Honor Education
- c. An educational project or paper different from the course assignment in question
- d. Possible grade penalties include:
  - i Reduction in Grade in the Course or assignment
  - ii Rewriting of the Assignment for a Reduced Grade
  - iii Loss of Credit for the Course
- e. Any combination of a-d.

Preference will be given to the proposed grade penalty to preserve faculty prerogative for awarding grades.

5. If the responding student accepts the sanction and grade penalty proposed by the reporting faculty member, all parties will complete and sign a Sanction Agreement Form, which must be approved by a three- fifths majority of the Honor Council.
6. The Honor Council will vote to approve the sanction at its next meeting. A quorum must be present for a vote to take place.
7. If the sanction is approved, the respondent will appear before an Honor Council Review Panel to formally acknowledge responsibility. During this panel, the respondent will describe his or her behavior, explain it, take responsibility, and explain the appropriateness of the agreed upon sanction. The presiding officer will formally announce the sanction. Proceedings of Review Panels are not open to the public.

8. If the Honor Council rejects the sanction, the President may, at his or her discretion, return the Expedited Review Process to the meeting stage (see 4 above) or terminate Expedited Sanctioning.
9. At any time before the Review Panel begins, the reporting faculty, responding student, or the Honor Council may terminate Expedited Sanctioning. In this event, the respondent shall appear before a Review and Sanctioning Board. No statements made during Expedited Sanctioning may be used as evidence in the Review and Sanctioning hearing without permission of the initial reporter and responding student.
10. The Honor Council shall post on its website or otherwise make available to the community a set of recommended guidelines for determining whether an alleged violation is appropriate for Expedited Sanctioning and for proposing sanctions in Expedited Review cases. The guidelines are intended to serve as a recommendation for participants in Expedited Sanctioning and should not be construed as binding. These guidelines must be approved by the Council in a majority vote at a scheduled meeting.
11. In the event that a responding student violates the terms and conditions of the sanctions imposed, including but not limited to grade penalties, the student is liable to be resanctioned by the Honor Council, even if the violation itself does not constitute an honor offense.

#### **H. Plea of Not Responsible**

1. The responding student may plead not responsible at any point prior to convening the actual honor hearing. When doing so, the respondent shall appear before an Honor Hearing Panel. The purpose of the hearing shall be to determine whether the respondent is responsible. If the respondent is found responsible, then the panel will also determine an appropriate sanction based on the honor violation.
2. When pleading not responsible, the responding student must send a signed, written statement to the Honor Council president acknowledging a plea of not responsible.
3. Upon receipt of the responding student's statement, the Honor Council president shall arrange for an Honor Hearing Panel. At the hearing, the Honor Council shall be represented by six of its unbiased members: the Honor Council president, who is the presiding officer for the hearing, plus five unbiased Honor Council representatives. All parties shall be entitled to have present at the hearing a student honor advisor, appointed by the vice president, and a faculty advisor. All parties shall be entitled to present a statement at the time of the hearing.

#### **I. Evidence and Witnesses**

1. The initial reporter and responding student may use anything contained in the evidence during an honor hearing. Any additional information presented at the hearing that is not contained in the initial report, or the use of oral or written testimony from third parties, must be exchanged among the initial reporter, responding student, and the Honor Council at least 48 hours prior to the convening of the hearing. Evidence that was not presented prior to 48 hours before the hearing will be excluded unless the reporter, all respondents, and the presiding officer consent to its inclusion.
2. No witnesses of character are permitted, including witnesses or statements referring to the student's morals, personality, or examples/situations that reflect or substantiate the student's character traits.

### **Section 3. Hearing**

#### **A. Composition**

1. At a hearing, the Honor Council shall be represented by six of its unbiased members: the Honor Council president, who is the presiding officer for the hearing, plus five Honor Council representatives.

2. Two faculty advisors appointed by the vice president of the Honor Council (see Article II, Section 5 C) shall be present, but shall not verbally participate in the hearing itself.
3. At least two student honor advisors shall be present. The vice president shall designate one to serve as advisor to each responding student and one as advisor to the initial reporter.
4. The initial reporter and responding student(s) may engage any University faculty, staff, or student of his or her own choice to act as counsel in addition to or instead of being assisted by his or her faculty and student honor advisors.
5. The hearing will proceed in the absence of the responding student, unless granted a postponement by the Honor Council president.
6. All cases involving collaboration shall be held as a joint hearing in which all responding students shall be heard together. Findings of responsible or not responsible as well as possible sanctions shall be determined individually. Exceptions will be granted at the discretion of the Council.

#### **B. Format**

1. Attendance at the hearing shall normally be restricted to those persons described above (Article III, Section 2 A). However, the responding student may request an open hearing, in which case additional members of the University community or other persons designated by the respondent may also attend as permitted by room capacity.
2. The Honor Council, with the president serving as the presiding officer, shall direct the hearing process. The vice president shall serve as the presiding officer over hearings if the president for any reason is unable to be present.

#### **3. Rules of Testimony**

- a. A responding student is not required to testify on his or her behalf and cannot be compelled to answer questions during the hearing.
- b. Failure of the respondent to testify shall not be mentioned during the hearing, nor shall it be a consideration in determining either a finding or, in the event of conviction, a sanction.
- c. If the responding student chooses to respond to questions from the Honor Council, such responses must be made personally by the respondent, not by an advisor or by any other representative of the respondent.
4. Upon conclusion of all testimony, the hearing panel, which shall consist of five Honor Council members, shall deliberate and deliver to the Honor Council president a finding of responsible or not responsible. A finding of responsible shall be rendered only upon the concurrence of at least three-fifths of the hearing panel.
5. If a finding of responsible is rendered, the five Honor Council panel members who are present shall decide the appropriate sanction, which shall be announced by the president of the Honor Council.

#### **C. Sanctions**

1. Following a finding of responsible or an admission of responsibility, the Honor Council must impose one or more of the following sanctions:
  - a. Restitution. In the event of a stealing violation, the sanction of restitution may be rendered. A student sanctioned with restitution will be required to restore the owner of the stolen item to his or her original position prior to the theft, which may include, but is not limited to, reimbursing the owner for actual damage caused by the theft.



- b. **Community Service.** Where appropriate, the sanction of community service may be rendered. The sanction of community service is intended to repair the damage to the UMW community caused by the honor code violation in question. Community service will therefore benefit the UMW community directly, in a manner determined by the Honor Council. The Honor Council will create a process for completing community service sanctions and publish that process on its website.
- c. **Educational project or paper.** The student is required to write an essay or a paper on a topic assigned as part of the sanction, or to complete a project of benefit to his or her community, such as creating educational flyers or bulletin boards, or organizing an educational program. The topic is determined by the sanctioning panel and the final product approved by an Honor Council sanction coordinator.
- d. **Honor Education.** A student sanctioned with honor education will be assigned to complete a specific course from a list approved by the Honor Council. These courses may require a registration fee, to be paid by the sanctioned student. The courses may be online or in person, if available locally. Examples may include:
  - i. **Honor Education Seminar** – A student receiving the sanction of Honor Education is required to complete an online Academic Integrity Seminar that reinforces the values of integrity and honor through critical thinking and written analysis. A student receiving this sanction will also be required to meet with an appointed Honor Council member throughout the course of the education program.
  - ii. **Writing Workshop:** A student sanctioned with writing workshop attendance will be required to attend a writing workshop through the UMW Writing Center. The workshops assigned will be chosen by the sitting council from a list coordinated with the Writing Center.
  - iii. **Time Management Workshop:** A student sanctioned with a time management workshop will be required to attend a time management workshop offered by Academic and Career Services.
- e. **Residential sanctions.** May be assigned only with the approval of the Assistant Dean of Residence Life or a designee for behavior that directly impacts the responding student's ability to participate in the residential community.
  - i. **Relocation within residence halls** — The student must move to a different room or building (as specified), subject to the availability of appropriate alternate vacancies.
  - ii. **Suspension from the residence halls** — The student loses the privilege of living in a University residence hall for a specified length of time. At the end of this time, after receiving approval from the Assistant Dean of Residence Life or designee, the student is allowed to re-apply for residence hall living and may be admitted provided there is space available. During the suspension period, the student may not visit or enter any residence hall at any time for any reason unless otherwise specified. Persons responsible for payment of the student's University bills will be notified by the Dean of Student Life or designee when a student is suspended from the residence halls. Upon suspension, the student must leave the hall according to the terms of the sanction or within 72 hours after the sanction has been imposed.
  - iii. **Expulsion from the residence halls** — The student permanently loses the privilege of living in, visiting, or entering University residence halls. Persons responsible for payment of the student's University bills will be notified by the Assistant Dean of Residence Life or designee when a student is expelled from the residence halls. Upon expulsion, the student must leave the residence halls according to the terms of the sanction or within 72 hours after the sanction has been imposed.
- f. **Loss of Credit for the Course.** In cases involving academic violations, the sanction may require the loss of academic credit through the assignment of a failing grade in the course(s) involved.

- g. **Representation Suspension.** The student is ineligible to hold elected office at UMW, including all clubs or organizations; the student is ineligible to represent UMW off campus in any capacity, including conference travel, athletic competition, or performances. The student is also ineligible to participate in commencement. The student may still attend class, participate in clubs, organizations, and teams, and join in other aspects of campus life.
  - h. **Honor Suspension.** Honor Suspension is an involuntary separation from the University for a specified number of semesters.
    - i. A Suspension will begin following the last day of final exams in the semester in which the sanction is determined. A suspension will conclude on the first day of classes of the semester following the conclusion of the suspension. The number of semesters of suspension is determined during the sanctioning process.
    - ii. A student whose suspension begins at the conclusion of the Spring semester is suspended for the Summer semester and may not receive credit for summer school courses during that time. A student whose suspension begins at the conclusion of the Fall semester is suspended for winter break and may not receive credit for academic work begun during that time.
    - iii. Participation in commencement shall not be permitted for students under suspension or appeal of a sanction of suspension. Academic transcripts shall reflect graduation at the completion of the term of suspension.
    - iv. At the Honor Council's discretion, Suspension may be scheduled to begin immediately after sanctioning when it is determined that it is in the best interests of the community that the offender be removed from campus forthwith.
  - i. **Permanent Dismissal.** A student receiving the sanction of permanent dismissal is not eligible to return to the University.
2. Any record of previous honor offenses shall not be taken into account in determining the finding in a hearing. However, the Honor Council shall consider such record in determining the sanction to be imposed in the event of subsequent sanction, as follows:
    - a. If a student who has previously been found responsible of an honor code violation and sanctioned, is found responsible for a new honor code violation, the newest sanction must be more severe than the previous sanction. Severity of sanctions is to be determined by the sanctioning panel based on the order listed in Section 2C above.
    - b. A student found responsible for a third violation is eligible for the sanctions of 1-year suspension or dismissal.
    - c. A student found responsible of a fourth violation, having previously been suspended, is eligible only for the sanction of dismissal.
  3. All sanctions imposed shall be entered into the student's official academic record (see Article III, Section 4 B).

#### **Section 4. Appeal**

##### **A. Appeal of finding**

1. A student held responsible for an honor offense may appeal the finding on procedural grounds or upon the presentation of relevant new evidence that was unavailable at the time of the original hearing. Such appeal must be made in writing and may, in addition, be presented orally to the Honor Finding Appeal Board, within five business days after the initial finding is rendered; the Board shall then determine whether sufficient grounds exist for granting the appeal.
2. The Honor Finding Appeal Board shall be constituted by the Honor Council President and consist of one Procedural Advisor, one Faculty Honor Advisor, one unbiased Honor Council member, and two other

students. The other two students will be selected from among student representatives elected by the entire student body or their class.

3. An appeal shall be granted if the Finding Appeal Board determines either that
  - a. a procedural error occurred that significantly altered the outcome of the honor procedure to the respondent's detriment, or
  - b. new evidence is now available that was not available at the time of the hearing, and that evidence is potentially exculpatory.
4. Not responding to communication from the Honor Council shall not be taken as grounds for an appeal. Exceptions to this rule can be made at the discretion of the Honor Council.
5. If the appeal is granted, a new hearing is ordered. Such hearing shall be conducted in accordance with established honor hearing procedures (see Article III, Section 2), but it shall include on the deliberation panel no Honor Council member who participated in the initial hearing.
6. If the appeal is not granted, the original finding shall stand as rendered.

**B. Appeal of Sanction**

1. A student held responsible for an honor offense has the right to appeal the sanction on the grounds that the penalty is too harsh for the violation committed. Such appeal must be made in writing, and may, in addition, be presented orally to the president of the Honor Council within five business days after the initial finding is rendered.
  2. The president of the Honor Council shall appoint an Honor Appellate Panel to consider such appeal. The Panel shall consist of five unbiased Honor Council members who did not participate in the initial hearing.
  3. During an appeal, the Honor Appellate Panel shall review records of the initial hearing. The President or Vice President of the Honor Council may read a personal statement submitted by the appealing student to the Honor Appellate Panel. The Panel shall determine whether to sustain, decrease, or increase the sanction imposed at the initial hearing based upon the records and statements presented to them.
  4. The decision of the Honor Appellate Panel shall be final, and the respondent shall have no further right of appeal.
- C. In the event that an insufficient number of unbiased Honor Council members are available to consider a case or an appeal, remaining spaces will be filled by previous members of the Honor Council who are students in good standing, or members of the SCRB.

**Section 5. Notation on Academic Record**

- A. When a student is found not responsible, all records of the hearing shall be stored confidentially.
- B. When a student is found responsible, an entry shall be made on a student's academic record as described in Article IV of the Constitution.

**Section 6. Violations of Conditions of Previously Imposed Sanctions**

- A. The Honor Council may re-sanction a student who has violated the conditions of a previously imposed sanction even if the violation itself does not constitute an honor offense.

**B. Hearing**

1. The president of the Honor Council shall arrange for a hearing to consider whether the conditions of a previously imposed sanction have been violated. At this hearing the Honor Council shall be composed of six of its members: the Honor Council president, who is the presiding officer for the hearing; plus five

unbiased Honor Council representatives. The respondent shall be entitled to have present at the hearing an Honor Council member who will serve as a student honor advisor, and a faculty advisor appointed by the vice president. The Honor Council will bring a charge of violation of conditions of a previously imposed sanction. The respondent shall be entitled to present any evidence at the hearing that is relevant to the charge that the previously imposed sanction has been violated. No evidence may be presented at the hearing that is otherwise excluded by the procedures of the Honor Council or the Honor Constitution.

2. The hearing will proceed in the absence of the responding student.
  3. Upon conclusion of all testimony, the five Honor Council representatives who are present at the hearing shall determine what sanction, if any, will be imposed.
  4. The sanction imposed pursuant to this procedure may supersede, or be in addition to, the sanction previously imposed for the honor offense.
- C. In the event that an insufficient number of current Honor Council members is available to attend this type of hearing, the Honor Council president shall have the right to authorize previous Honor Council members to participate.

**Section 7.** A brief summary of every case heard by the Honor Council, whether resulting in an outcome of responsible or not responsible, shall be published in an appropriate venue. Such summary shall include the finding and the sanction (if any), but shall not include the names of the initial reporter or responding student(s).

#### ***Article IV: Amendments to the Appendix***

**Section 1.** Amendments to this Appendix may be initiated either by the Honor Council itself or by the student body.

- A. The Honor Council may initiate an amendment by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote of the majority of the votes cast in a student body referendum.
- B. The student body may initiate an amendment to Appendix A by presenting to the Honor Council a petition signed by at least ten percent of the currently enrolled student body including both graduate and undergraduate students. For approval, the amendment must then receive an affirmative vote of at least three-fourths of the Honor Council members. It must then receive an affirmative vote of the majority of the votes cast in a student body referendum.
- C. In the event that the Honor Council does not approve an amendment to Appendix A initiated by the student body, such action can be overridden if a petition, signed by at least 25 percent of the currently enrolled student body, is presented to the Honor Council requesting a referendum on the amendment. For approval, the amendment must then receive an affirmative vote of the majority of the votes cast in a student body referendum of the Fredericksburg campus.

**Section 2.** Any amendment must be approved by the Board of Visitors of the University before it can become operative.

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