

University *of* Mary Washington

*Honor Constitution*

*and*

*Procedural Guide*

2025 - 2026

*Revised August 2025*

“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

## Contents

The Honor Council .....	5
Introduction .....	7
Article I. Scope of the Honor Code .....	7
Section 1. Honor Code Policy.....	7
Section 2. Honor Council.....	7
Section 3. Honor System.....	7
Article II. Violations of the Honor Code.....	8
Section 1. Violations.....	8
Section 2. Definitions .....	8
Section 3. Lying .....	8
Section 4. Cheating .....	8
Section 5. Stealing.....	9
Section 6. Reporters and Respondents.....	9
Article III. Rights and Responsibilities .....	9
Section 1. Rights and Responsibilities of All Students .....	9
Section 2. Rights and Responsibilities of the Respondent.....	10
Article IV. Composition of the Honor System.....	11
Section 1. Governance .....	11
Section 2. Honor Council.....	11
Section 3. Removal of Members.....	12
Section 4. Procedural Advisors .....	13
Section 5. Faculty Advisors .....	13
Section 6. Honor Advisory Board .....	13
Section 7. Student Honor Advisors .....	13
Article V. Honor Process and Procedures .....	13
Section 1. Procedure Guide. ....	13
Section 2. Changes to Procedure Guide. ....	14
Section 3. Evidence Standard.....	14
Article VI. Amending or Revising the Honor Constitution .....	14

Section 1. Amendments.....	14
Section 2. Revisions.....	15
Article VII. Sanctions and Transcript Notations.....	15
Section 1. Sanctions .....	15
Section 2. Transcript Notations .....	17
Section 3. Sanction Removal.....	18
Section 4. Previous sanctions.....	18
Section 5. Appeals.....	19
Honor System Procedural Guide .....	20
General Procedures .....	20
When an Honor Code Violation is Suspected .....	21
Reporting a Suspected Honor Code Violation .....	22
Pre-Adjudication Procedures.....	22
Adjudication by Expedited Procedure .....	25
Adjudication by Honor Hearing .....	27
Evidence and Witnesses .....	28
Hearing Procedure .....	29
Adjudication by Review and Sanctioning Panel.....	30
Appeal Procedures.....	30
Post-Adjudication Procedures .....	31
General Notes for Procedure.....	32
Procedures for Changing this Document.....	33

## **The Honor Council**

### **Honor Council President**

Adam McAninley '27

### **Honor Council Vice President**

Adelaide Gill '26

### **Class of 2026**

Adelaide Gill  
Dave Patton  
Frankie Wulf

### **Class of 2027**

Alle Garcia Aguirre  
Maddeline Marshall  
Abigail Powers  
Maggie Winters

### **Class of 2028**

Sydney Hawes  
Shane McGuire  
Ellie Sedor

### **Class of 2029**

To be elected in Fall 2025

## **Procedural Advisors**

Dr. Laura Bylenock – English and Linguistics  
Dr. Jennifer Hansen-Glucklich – Modern Languages  
Dr. Christine Henry – Historic Preservation  
Dr. Wes Hillyard – Special Advisor to the Provost for Academic Integrity  
Dr. John Marsh – College of Business

## **Faculty Advisors**

Dr. Janet Asper – Chemistry

Mr. Michael Benson – Theatre

Dr. Mary Jane Bowles – Nursing

Dr. Prashant Chandrasekar – Computer Science

Mr. Peter Catlin – Simpson Library

Dr. Claudine Ferrell – History

Dr. Tyler Frankel – Environmental Science

Dr. Eric Gable – Sociology

Dr. Adria Goldman – Communications

Dr. Alan Griffith – Biological Sciences

Mr. Todd Helbling – Athletics

Dr. Janusz Konieczny – Mathematics

Dr. Juliette Landphair – Student Affairs

Dr. Jennifer Mailloux – Psychological Science

Dr. Justin Wilkes – Student Transition, Access, and Retention Services

# University of Mary Washington Honor Constitution

## Introduction

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 understand the impact of their behavior on others and to conduct themselves in a way that shows respect for the members of our community. 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 the honor code has been committed, and it is they who are entrusted with implementing the honor 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. 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.

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. Honor Code Policy.** The Honor Code is a policy of the University of Mary Washington that outlines the University's response to student violations of the community trust falling into three broad categories: lying, academic misconduct, and theft. The Honor Code applies to every student's behavior on or off of the Mary Washington campus, and in all settings. Reports of Honor Code violations may only be made by members of the Mary Washington community (faculty, students, and/or staff).

**Section 2. Honor Council.** The Honor Council is designated as the body responsible for the University's response to all reports of possible violations to the Honor Code.

**Section 3. Honor System.** The Honor System applies to behavior that may also fall under other University policies or criminal statutes, and Honor proceedings may result in sanctions even when non-Honor sanctions have been applied.

## Article II. Violations of the Honor Code

**Section 1. Violations** Honor Code violations are characterized as lying, cheating, or stealing that result from either intentional dishonesty or from the disregard of relevant rules or policies. This includes complicity, which is the helping another student engage in an act of lying, academic misconduct, or theft as defined below. These types of conduct are distinct from honest mistakes or reasonable misunderstanding of rules or policies, which may result in action according to other procedures but which would not fall under the Honor System.

### Section 2. Definitions

- A. Disregard is defined as any of the following:
  - 1. actions which deliberately violate a policy, rule, procedure, or academic practice
  - 2. violations in which ignorance is claimed, when a typical student would be aware of relevant policy, rule, procedure, or academic practice
  - 3. negligent behavior which results in accidental violations
- B. Negligence is a failure to behave with the level of care that a typical student would have exercised under the same circumstances.
- C. Academic work is any work, required or volunteered, graded or ungraded, that is
  - 1. submitted to a faculty member
  - 2. submitted for publication in a University-sponsored or University-affiliated academic publication
  - 3. submitted for use in conjunction with a University-sponsored event or activity.

**Section 3. Lying:** a deliberate or negligent misrepresentation of the truth that adversely affects the University community. Examples include, but are not limited to, forgery, fabrication or falsification of documents, use of false ID (including University ID), lying in order to gain academic advantage.

**Section 4. Cheating:** when a student performs academic work in one of the following ways, which are considered violations of this policy.

- A. an intentional misrepresentation of another's work as one's own
- B. a misrepresentation of the circumstances under which work was completed
- C. disregard of standard academic or disciplinary practices
- D. disregard of the rules of the course or assignment

Examples of cheating include but are not limited to

- **Unauthorized collaboration or assistance** – giving or receiving unauthorized aid on any test, assignment, or other academic work for credit (graded or ungraded). This includes providing or receiving unauthorized



information about an assessment at any time (i.e., before, during or after completion).

- **Plagiarism** – the misrepresentation of words, ideas, organization, or media created by another as one’s own. Plagiarism may occur intentionally or through the disregard of proper standards of citation.
- **Use of unauthorized material** – using or consulting unauthorized materials (including electronic materials) or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations. Use of electronic devices is prohibited unless prior permission is granted by the instructor(s).
- **Self-plagiarism** – Submitting academic work to fulfill the requirements for more than one course is cheating unless explicit permissions granted by the instructor.
- **Fabrication** – the false construction of work such as laboratory data, statistics, bibliographies or other academic work
- **Other rules violations** – disregard of a rule set forth by an instructor or department regarding the conditions under which assessments are to be completed.
- **Guidance for the use of Artificial Intelligence** – disregard for artificial intelligence (AI) use on assignments as specified on the course syllabus and/or individual assignment

**Section 5. Stealing:** the taking of the property of another person, entity, or group, including the University, without authorization or consent.

**Section 6. Reporters and Respondents.** 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 (or potential notification) shall be referred to as the responding student, or respondent as appropriate.

## **Article III. Rights and Responsibilities**

### **Section 1. Rights and Responsibilities of All Students**

#### **A. Responsibilities of All Students**

1. To understand the provisions of the Honor Constitution and Procedural Guide.
2. To learn and understand the University’s regulations and the standards of academic behavior as applied to each course in which one is enrolled. This includes the responsibility to ask questions.

#### **B. Rights of All Students**

1. To have notice of all policies and procedures pertaining to the Honor System.
2. To be presumed not responsible until found responsible.

3. To due process – All students have the right to due process, which means that the Honor Council will
  - a. Make all policies and procedure documents available to prospective and current students
  - b. Provide adequate notice, as defined below, of all actions and proceedings
  - c. Follow policies and procedures as outlined in this document and the Procedure Guide
  - d. Correct any violations of policy or procedures

## Section 2. Rights and Responsibilities of the Respondent

### A. Responsibilities of Respondents

1. **Responsibility to cooperate** -- Respondents have the responsibility to attend all scheduled hearings, meetings, or other proceedings or request a rescheduling no fewer than 48 hours in advance. If a respondent does not appear, having been given 72 hours' notice, the Council may proceed in the respondent's absence.
2. **Responsibility of active participation.** During all proceedings, respondents have the responsibility to participate actively, ask questions when necessary, and answer all questions as completely and honestly as possible. Outside of proceedings, respondents have the responsibility to answer communication in a timely and informative manner.
3. **Responsibility to meet deadlines** – Respondents have the responsibility to meet deadlines imposed during the Honor process. If deadlines are not met, additional sanctions may be imposed, and holds may be placed on graduation and transcripts (but not registration for classes).

### B. Rights of Respondents

1. **Right to notice** – Respondents have the right to have notice of when they have been reported to the Honor Council for a suspected Honor Code violation, and the nature of the reported charge(s). Students have the right to notice of any hearings, meetings or other proceedings no fewer than 72 hours in advance.
2. **Right to view information** – Respondents have the right to view all documentary information to be considered by the Honor Council 48 hours in advance of any proceedings, including appeals. Respondents have the right to request existing recordings of hearings or other proceedings, which will be provided if possible. Transcription is the responsibility of the Respondent. Respondents have the responsibility to maintain the confidentiality of any faculty work product or information about other students.
3. **Right to advice** – Respondents have the right to obtain advice from a trained student honor advisor before any Honor Council Proceeding. Respondents have the right to choose another currently-enrolled UMW

student as their advisor and any willing current UMW faculty or staff member as their faculty advisor. Respondents do not have the right to a particular advisor, and advisors may change.

4. **Right to support** – Respondents have the right to silent supporters (who may be lawyers) during all proceedings. The number of supporters beyond two may be determined by the Honor Council.
5. **Right to confidentiality** – Respondents have the right to confidentiality regarding all matters related to the reported violations. Respondents have the right to request a closed or an open proceeding.
6. **Right to be free of conflict of interest** – Respondents have the right to request that a panel member or other participant (other than the reporting party and witnesses) be replaced on the grounds of possible bias or conflict of interest. The Respondent is responsible for providing a reason as to why the participant is biased and unable to hear the case fairly. Decisions about replacement due to conflict of interest or bias are at the discretion of the Honor Council president.
7. **Right to present one's own defense** – During hearings, Respondents have the right to call witnesses, present documentary evidence, and speak on their own behalf. Student advisors may speak on behalf of Respondents in their absence or at their request. No other party may speak on behalf of Respondents during hearings. Respondents are not required to speak before the Council during any proceeding, nor may silence be used as a factor in determining responsibility or sanctions.
8. **Right to ask questions** – Respondents have the right to ask questions of any person providing testimony (i.e., witnesses and reporting parties) during a proceeding or to have their student advisor ask questions on their behalf. The Honor Council may not compel reporters or witnesses to attend hearings, nor answer particular questions.
9. **Right to appeal** – Respondents have the right to appeal in accordance with Article VII. Section 5.
10. **Right to waive rights** – Respondents may waive any of these rights if they so choose. These waivers must be completely voluntary and documented in writing or recorded orally.

## Article IV. Composition of the Honor System

**Section 1. Governance.** The Honor Constitution is the University of Mary Washington's policy regarding student behavior with respect to lying, cheating, and stealing, which in turn defines Honor Code violations. The Honor Council is the body with authority for resolving reports of Honor Code violations in accordance with this policy.

**Section 2. Honor Council.** The Honor Council consists of a president and up to 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, eligibility will be extended as determined by the President of the University or designee. Any concerns of eligibility that arise will be handled by the President of the University or designee.
- 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. Class membership is determined by year of intended graduation.
- 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.

### Section 3. Removal of Members

- A. The Honor Council president shall determine an attendance policy for members. This policy will govern the Council during the duration of their term. If a president does not present the policy, or if the new policy is not approved by a majority of the Honor Council, the previous attendance policy will remain in effect. The attendance policy may provide for the automatic removal of a member after no fewer than two unexcused absences.
- B. 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, they are 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 4. Procedural Advisors.** There shall be one nonvoting procedural advisor to the Honor Council, who shall be appointed by the President of the University from among University faculty and staff in consultation with the Honor Council president. 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. The Procedural Advisor may nominate other faculty or staff to serve as procedural advisors during hearings or in the Procedural Advisor's absence, subject to appointment by the University President.

**Section 5. Faculty Advisors.** 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.

- A. Faculty advisors shall be selected in such a manner that there is at least one representative from as many academic departments as possible, including the library.
- B. The president or vice president of the Honor Council shall report to the appropriate faculty body and/or Board of Visitors at least once per semester concerning Council matters.

**Section 6. Honor Advisory Board.** For each report of a potential honor code violation, the Honor Council president shall convene an Honor Advisory Board consisting of the president, who shall act as chair and two other members of the Honor Council. The appointed members must have at least one year of experience on the Honor Council. The composition of the Honor Advisory Board may change at any time at the discretion of the Honor Council president.

**Section 7. Student Honor Advisors.** There shall be student honor advisors appointed by the Honor Council from among Honor Council members or other students who successfully complete advisor training determined by the Honor Council.

## **Article V. Honor Process and Procedures**

**Section 1. Procedure Guide.** The Honor Council shall publish a document providing the following information about processes and procedures:

- A. The process for reporting potential honor code violations
- B. The process(es) for resolving reported potential honor code violations
- C. The processes for appeals of decisions made by the Honor Council

**Section 2. Changes to Procedure Guide.** Changes to the processes and procedures document must be approved by either the Honor Council or the student body.

- A. The Honor Council may approve changes to the process and procedure document by:
  - 1. An affirmative vote of three-fourths of elected Honor Council members. In the event of a tie, the president will cast the deciding vote.
  - 2. A majority of votes cast by the student body in a referendum election.
- B. The student body may initiate changes to the processes and procedures document by
  - 1. 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.
  - 2. The changes must then receive an affirmative vote of at least three-fourths of the Honor Council members or a petition containing the signatures of at least 25% of the currently enrolled student body, including graduate students.
  - 3. Changes must receive an affirmative vote of the majority of the votes cast in a student body referendum.

**Section 3. Evidence Standard.** All decisions made by the Honor Council regarding responsibility for reported violations, sanctions, appeals, etc. are made on the basis of a preponderance of evidence. A preponderance of evidence requires that the fact finder(s) conclude that there is a greater than 50% chance (or “more likely than not”) that the claim is true.

## **Article VI. Amending or Revising the Honor Constitution**

**Section 1. Amendments.** 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 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. Revisions.** Revisions or changes to the Honor Constitution and Procedural Guide must be approved by the Board of Visitors of the University before taking effect.

## **Article VII. Sanctions and Transcript Notations**

**Section 1. Sanctions** – When a respondent is found responsible or takes responsibility for a reported violation, one or more of the following sanctions are to be imposed.

- 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:
  - 1. **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.



2. **Speaking and Writing Center Consultation:** A student sanctioned with a Speaking and Writing Center consultation will be required to meet with the Director of the Speaking and Writing Center to discuss how consultation with the Center will support the student's future academic success. From there, the student will meet with a student consultant for an agreed upon number of consultation hours and will report back to both the Director of the Speaking and Writing Center as well as the Honor Council when the sanction is complete.
  3. **Time Management Consultation:** A student sanctioned with Time Management consultation will be required to meet with the Director of the Peer Academic Consultants to schedule a set number of consultation hours with a Peer Academic Consultant. Upon completing the consultation hours, the student will report back to the Director of the Peer Academic Consultants as well as the Honor Council when the sanction is complete.
- E. **Residential sanctions.** May be assigned only with the approval of the Dean of Residence Life and Housing or a designee for behavior that directly impacts the responding student's ability to participate in the residential community.
1. **Relocation within residence halls** — The student must move to a different room or building (as specified), subject to the availability of appropriate alternate vacancies.
  2. **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 Dean of Residence Life and Housing 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.
  3. **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 Dean of Residence Life and Housing 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 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.
1. 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.
  2. 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.
  3. 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.
  4. 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.

## Section 2. Transcript Notations

- A. When a respondent is found not responsible, all records of the hearing shall be kept confidentially in a confidential record system in compliance with UMW's student record retention policies.
- B. When a respondent is sanctioned, an entry shall be made on the student's official academic record, as appropriate:
1. **Community Service:** 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. **Restitution:** 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. **Honor Education:** 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. **Educational Project:** 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. **Residential Sanction:** Sanctioned [residential sanction name] by the Honor Council on [date] for the Honor Code offense of [name of violation].
  6. **Loss of Credit for the Course:** 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. If the course no longer appears on the transcript (e.g., if it has been dropped), the Registrar will reinstate the course with a failing grade in addition to the transcript notation.
  7. **Representational Suspension:** 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. **Suspension:** 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. **Dismissal:** 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. Withdrawal from a course (or dropping) is allowed once an honor report has been made. However, if a student is responsible, a transcript notation will be placed on the transcript even if the course no longer appears on the transcript.

**Section 3. Sanction Removal.** For notations 1–7 only, and not for permanent notations, a student or former student may request that the transcript notation be removed early but no less than one year from the date of sanctioning. The procedure for making a transcript removal request is listed in the Procedure Guide, section IX.

**Section 4. Previous sanctions** -- 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 was previously 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 or equal to the previous sanction. Severity of sanctions is determined by the sanctioning panel based on the order listed in Section 2C above.
- B. A student found responsible for a third violation and has had sufficient time to complete previously issues sanctions, as determined by the sanctioning panel, is only 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.

**Section 5. Appeals** – A respondent may appeal decisions of the Honor Council in the following circumstances:

- A. Appeal of finding – A student found responsible for an Honor Code violation may appeal the finding on procedural grounds or upon presentation of relevant new exculpatory evidence that was unavailable at the time of the original proceeding. Appeals of finding will be heard by a panel composed of students and faculty, with students composing the majority of voting members.
- B. Appeal of sanction -- A student held responsible for an Honor Code violation may appeal the sanction on the grounds that the penalty is too harsh for the violation committed. Appeals of sanction will be heard by a panel composed of Honor Council members.
- C. Procedures for appeals are listed in Section VIII of the Procedural Guide

## Honor System Procedural Guide

This document serves as the Honor System's official Procedural Guide. It is prepared by the Honor Council ("Honor Council" or "Council") as a requirement of the Honor Constitution and sets out the procedures by which the policies in the Constitution are to be applied. The Constitution is the controlling document. In cases of any conflict or ambiguity the Honor Constitution takes precedence over this document.

As specified in the Constitution, this document must be ratified by the Honor Council and student body, and remains in force until such time as those bodies ratify changes or changes in the Constitution dictate.

### General Procedures

A. **Training for incoming students** – The Honor Council will provide educational opportunities for students before and after matriculation. Students are expected to complete required education in accordance with any deadlines. Failure to complete required educational experiences may not be used as a defense in any proceeding.

B. **Honor Pledges** – 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."*

Students shall write or type in full the following pledge on all academic work as appropriate, *"I have neither given nor received unauthorized help on this work."*

C. **Communicating Expectations** – Faculty should communicate their expectations (preferably in writing) with regard to sources, paraphrasing, and citation for all class activities. In particular, faculty should indicate any activities in which source material is allowed, required, or prohibited. Faculty should also explain the extent and

manner in which they consider help from (or collaboration with) others to be legitimate. It is the responsibility of each student to be aware of the rules in each class and of standard academic practices as they apply to their coursework.

- D. **Reporting** – The Honor Council will make regular reports to the Board of Visitors at their invitation. These reports will be made public as public records and will be submitted as a report to the appropriate faculty governance committee at the request of that committee. 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).

### When an Honor Code Violation is Suspected

- A. The Honor System operates on the principle that all students are not responsible until determined responsible by the Honor Council or by the student's admission.
- 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.
1. Prior to submitting a report to the Honor Council, the reporter must make a diligent and good-faith effort to discuss the matter with the respondent, preferably in person or through synchronous electronic means. This discussion should occur as soon as practical after the reporter becomes aware of the potential violation or the perpetrator thereof.
  2. If witnesses are involved, an effort should be made to document their statements in writing. All witnesses must be identified in their statements.
  3. Documentary or material evidence should be collected and annotated as part of the investigation process.
- C. The Honor System is considered engaged when an initial reporter or the Honor Council communicates with a potential respondent to investigate the possibility of an Honor Code violation. Dropping a course does not prevent the Honor Council from adjudicating the report.
- D. Both the reporter and responding student must be a member of the University community. Honor Code violations that are also crimes may be reported by a representative of University Police or another University official.

## Reporting a Suspected Honor Code Violation

- A. If it is apparent based on investigation that no honor violation has occurred, there shall be no further proceedings and both parties are to move forward as though there is no violation.
- B. If, however, a community member believes that a violation may have occurred, the potential honor violation will be reported to the Honor Council president, who will notify the students involved.
  - 1. All honor referrals must be made within 10 business days from the date of discovery of the alleged violation. This 10-day period within which a report must be made excludes all breaks.
  - 2. Extensions may be granted by the Honor Council president.
  - 3. 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. Once a report is made to the Honor Council, the reporter cannot withdraw the report.
- D. A system for electronic reporting will be maintained by the Honor Council. The system will allow for reports to include information about the responding student, the incident(s) in question, and any appropriate documentary evidence.
- E. The entire report will be provided to the responding student as soon as possible after the report is received. Information may be redacted at the discretion of the Honor Council president to assure the privacy of others.

## Pre-Adjudication Procedures

- A. Initial Notification
  - 1. The Honor Council will notify a student who has been reported for a suspected honor violation within five (5) business days of receiving the report. This notification shall include:
    - a. The charge for which the student has been reported (i.e., a specification of which rule has been violated)
    - b. A summary of the incident for which the student has been reported
    - c. Contact information for student honor advisors
    - d. The deadline for response to the notification
    - e. Instructions for completing an initial response
    - f. The Honor Constitution and this document or a link to an online copy
  - 2. Student advisors will be available through an appointment system or office hours as determined by the Honor Council.

3. Responding students will be notified of the opportunity to communicate with a student advisor when initially contacted by the Honor Council regarding a report of a possible violation.
- B. Initial Response
1. Respondents will have four (4) business days to submit a response using the electronic form. Extensions may be granted by the Honor Council president at their discretion.
  2. The initial response shall include
    - a. the respondent's account of the events leading to the report
    - b. (optionally) an indication of the respondent's desire to begin an expedited adjudication process
  3. The initial response may include additional evidence.
- C. Honor Advisory Board
1. The Honor System is not designed to be a tool of harassment or personal vindication. The Honor Advisory Board can decline to pursue allegations that appear to be motivated by personal animosity. Students alleging misconduct without a good faith basis to do so can be charged with an Honor violation if dishonesty is suspected or with "Obstruction of disciplinary proceedings" under the Student Code of Conduct.
  2. Once a report and an initial response have been submitted, 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.
  3. At the discretion of the HAB, multiple reports from the same class and instructor may be combined into a single proceeding with the consent of the responding student. Once a case has been resolved, any subsequent reports must be considered as separate incidents.
  4. The HAB will direct a case to be continued only when the following conditions are met:
    - a. The behavior in question would be an honor code violation assuming all evidence is true;
    - b. There is sufficient evidence to warrant a hearing. For practical purposes, sufficient evidence is defined as any evidence beyond only the word of the initial reporter, including (but not limited to) witness statements, supporting documents, or other tangible evidence.
  5. On the basis of the statements and other materials received, the Honor Advisory Board shall make one of the following determinations:
    - a. If the materials under review are unclear or materials are missing, the HAB may request further information from the either the initial reporter or the responding student.

- b. If the evidence presented is insufficient, or the grounds inappropriate to warrant further adjudication, there shall be no further proceedings.
- c. If there is evidence of a violation that involves criminal implications (e.g. theft or destruction of student or University property), the case may be forwarded to the appropriate office for adjudication.
- d. If there is evidence of an Honor Code violation, the process will continue. The responding student will be notified and presented with the options listed in Section IV.4. below.  
If both the reporting faculty and responding student have requested Expedited Sanctioning, the HAB shall determine whether the violation is eligible.

D. Possible Responses by reported students

- 1. Responding students shall be notified of HAB findings within three (3) business days and offered the choices below. They will be given the opportunity to discuss these options with a student honor advisor before responding.
- 2. Voluntary Withdrawal. If the respondent elects to discontinue enrollment (i.e., disenroll from the University immediately) before a finding is determined:
  - a. An initial reporter cannot withdraw a charge of an honor violation upon agreement of the respondent to withdraw from the University.
  - b. The Honor Council shall take appropriate action to record the facts as they were presented.
  - c. 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 report of an Honor Code violation of [name of violation]."
  - d. If a student returns to the University in a subsequent semester having previously voluntarily withdrawn, the case will be reopened at that time.
- 3. Admission of Responsibility
  - a. The responding student may plead responsible at any point prior to the actual honor hearing.
  - b. Upon concurrence of the responding student, initial reporter, and the HAB, a responding student may enter the Expedited Sanctioning process.
  - c. 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.



- d. When pleading responsible, the responding student must formally acknowledge this plea in writing or using electronic means as approved by the Honor Council.
- e. Upon receipt of the responding student's statement of responsibility, the Honor Council president shall arrange for a Review and Sanctioning Board or Expedited Process as appropriate.
- 4. Plea of Not Responsible
  - a. The responding student may plead not responsible at any point prior to convening the actual honor hearing. In this case, 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.
  - b. When pleading not responsible, the responding student must formally acknowledge this plea in writing or using electronic means as approved by the Honor Council.
  - c. Upon receipt of the responding student's plea of not responsible, the Honor Council president shall arrange for an Honor Hearing Panel.
- 5. Dropping/Withdrawing from the course – if a student drops or withdraws from a course in which an honor report is filed, even if the report comes after the class is dropped, the honor process shall continue.

#### Adjudication by Expedited Procedure

- A. 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 Report Form. Expedited Sanctioning is optional for both faculty reporters and for responding students. Responding students wishing to exercise this option should notify their student honor advisor and/or indicate so on the electronic plea form.
  - 1. Not all honor code violations are eligible for Expedited Sanctioning. The HAB will determine eligibility. Reported behavior 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 offense meets criteria for severity as explained in the Guidelines for Expedited Sanctioning. These Guidelines will be published on the Honor Council website.
- B. 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, they may not change his or her plea to Not Responsible.

- C. An Expedited Sanctioning meeting will be scheduled within five days to discuss sanctioning.
  - 1. 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.
  - 2. 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.
  - 3. 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.
  - 4. The functions of an Expedited Sanctioning meeting may occur using electronic means, either synchronously (e.g., video call) or asynchronously (e.g., email).
- D. Possible sanctions include:
  - 1. Community Service
  - 2. Honor Education
  - 3. An educational project or paper different from the course assignment in question
  - 4. Possible grade penalties include:
    - a. Reduction in Grade in the Course or assignment
    - b. Rewriting of the Assignment for a Reduced Grade
    - c. Loss of Credit for the Course
  - 5. Any combination of 1-4.  
Deference will be given to grade penalties proposed by faculty to preserve faculty prerogative for awarding grades.
- E. 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.
- F. If the Honor Council rejects the sanction, the president may, at their discretion, return the Expedited Review Process to the meeting stage or terminate Expedited Sanctioning.
- G. At any time before the final approval by the Honor Council, 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.

- H. 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.

### Adjudication by Honor Hearing

- A. No hearing shall be scheduled between the final day of classes 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.
- B. 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 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.
- C. Hearings may proceed in the absence of either party or both parties. Respondents will be informed of the hearing time with 48 hours' notice and must request a rescheduling within 24 hours of the notice being sent.
- D. 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.
- E. At the hearing, the Council shall be represented by six of its unbiased (as defined in Article \_\_Section 3.B.6 of the Honor Constitution) members: the Council president, who is the presiding officer for the hearing, plus five Council representatives. This group of five is called the Hearing Panel and is charged with determining responsibility (or non-responsibility) and if appropriate, a sanction for the respondent(s).

- F. In the event that an insufficient number of unbiased Council members is available to serve on the Hearing Panel, the Council president shall authorize former members of the Council or members of the Student Conduct Review Board to serve. Panel members must be currently enrolled students at the University. In the event that a panel cannot be constituted from these groups, any student who has been elected to a campus office shall be eligible to serve on a panel.
- G. A procedural advisor will be present to ensure proper conduct of all parties involved, and to advise the presiding officer on matters of policy and procedure. The procedural advisor has no voice in the hearing and final decisions on policy and procedure are made by the presiding officer.
- H. Advisors
  - 1. An Honor Council member, usually the vice president shall serve as student advisor coordinator. The coordinator will appoint and faculty student honor advisors to each hearing.
  - 2. Faculty Advisors
    - a. There shall be nonvoting faculty advisors to the Honor Council, at least two of whom shall be present at each hearing.
    - b. 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. Faculty advisors are to assist student advisors in providing clarification of Council policies and procedures, and to aid in organizing and presenting information during procedures.
  - 3. Student Advisors
    - a. 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 advisors are to provide clarification of Council policies and procedures, and to aid in organizing and presenting information during procedures.
    - b. 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.

### Evidence and Witnesses

- 1. The initial reporter and responding student may submit evidence at any time up to 48 hours prior to the scheduled hearing. Evidence should be submitted using an online form or by presenting it to the student honor advisor.
- 2. In the proceeding, the initial reporter and responding student may refer to anything contained in the evidence during an honor hearing. Any

additional information presented at the proceeding 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 proceeding. 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.

3. Witnesses must have direct knowledge of information pertaining to the responsibility or non-responsibility of the respondent.
4. Witnesses may not be compelled to participate in a proceeding. They may speak in person or submit a statement of their testimony with an honor pledge included. All parties may ask questions of witnesses who speak in a proceeding.
5. Witnesses may not remain anonymous.
6. 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.

### Hearing Procedure

1. Attendance at the hearing shall be restricted to those persons described above. 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. Only the presiding officer, reporter, respondent, members of the hearing panel, and student advisors may participate as speakers in the proceeding.
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. The presiding officer shall have authority over procedural decisions during the hearing, in accordance with policy.
3. The Hearing Panel is present to determine responsibility or non-responsibility of the responding student(s) and if appropriate to determine sanction(s).
4. Rules of Testimony
  - a. All reporting and responding parties shall be entitled to present a statement at the time of the hearing.
  - b. A responding student is not required to testify and cannot be compelled to answer questions during the hearing.
  - c. 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 a finding of responsibility, a sanction.

- d. 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.
  - e. Respondents, reporters, and witnesses who present statements may be asked questions by the respondent, reporter, or members of the panel.
5. The opportunity for a closing statement will be offered to respondents and reporter. Closing statements may not introduce new information.
  6. When all parties have completed statements, the hearing panel 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. The procedural advisor will attend deliberations and provide advice to the panel.
  7. 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.
  8. Sanctions will be conferred in accordance with the policy set in Article VII of the Honor Constitution.
  9. As necessary, the Honor Council president and/or the Procedural Advisor may deviate from the standard hearing script to address behavior that is not appropriate for the hearing. They may proceed with the hearing or suspend the hearing immediately, as needed.

### Adjudication by Review and Sanctioning Panel

For respondents who have taken responsibility for a reported violation, a Review and Sanctioning Panel shall be arranged. Review and Sanctioning Panels are conducted using the same procedure as outlined in Section VI of this document for Honor Hearings. Differences between the procedures are:

- A. Review and Sanctioning Panels do not determine responsibility and may not find a respondent not responsible. Review and Sanctioning Panels must deliver a sanction in accordance with the policy set in the Honor Constitution (Article VII).
- B. Respondents and reporters do not deliver closing statements.

### Appeal Procedures

- A. Appeals of Finding. A student found responsible for an Honor Code violation may appeal the finding on procedural grounds or upon presentation of relevant new exculpatory evidence that was unavailable at the time of the original proceeding.
  1. 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 the Procedures document), 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. A student held responsible for an Honor Code violation may appeal the sanction on the grounds that the penalty is too harsh for the violation committed.
1. 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.
- C. The decision of the Honor Appellate Panel and the Honor Finding Appeal Board shall be final, and the respondent shall have no further right of appeal.

### Post-Adjudication Procedures

- A. Removal of Transcript Notation - 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.

**B. Completion of Sanctions**

1. Non-completion of Sanctions - 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 re-sanctioned by the Honor Council, even if the violation itself does not constitute an honor offense.
2. 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 a student advisor and a faculty advisor.
3. 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.
4. Upon conclusion of all testimony, the five Honor Council representatives shall determine what sanction, if any, will be imposed. The sanction imposed pursuant to this procedure may supersede, or be in addition to the sanction previously imposed for the honor offense.
5. After the deadline for sanction completion has passed, the Honor Council will place a hold on the respondent's ability to receive official transcripts and to graduate from the University.

**General Notes for Procedure**

- A. The timeline (including deadlines) for case processing may be adjusted by the Honor Council president with the consent of the responding student.
- B. When a student is found or accepts responsibility for an academic Honor Code violation, the faculty member should re-grade the work in question in light of that finding.
- C. When a student is determined to be not responsible for an honor code violation, faculty may not penalize the student for cheating, but must grade the work in question according to course policies.



## Procedures for Changing this Document

- A. Changes to this document may be initiated either by the Honor Council or the student body.
  - 1. The Honor Council may initiate a change by an affirmative vote of at least three fourths of its members. For approval, the change must then receive an affirmative vote of the majority of the votes cast in a student body referendum.
  - 2. The student body may initiate a change to this document 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.
  - 3. In the event that the Honor Council does not approve a change to this document 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 change. For approval the change(s) must then receive an affirmative vote of the majority of the votes cast in a student body referendum.