



Honor System
Guidebook and Constitution
2017-2018

“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

Disclaimer of Liability

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 UMW Fredericksburg and Stafford campuses. The Honor System Guidebook is an interpretation of select articles and sections 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, and the student may not rely on the portion in the Honor System Guidebook that contains the conflict. All parties shall be held responsible for adherence to the Honor Constitution.

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 which 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 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 appropriate Fredericksburg or Stafford campus Honor Council president or other Honor Council members, or to 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 Councils provide education concerning the Honor System for all members of the University, 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, the University of Mary Washington Honor Councils address student concerns regarding the Honor System, and serve the entire University community.

Honor Council Representatives

2017-18

Fredericksburg Campus

President

Joshua Hunt

Senior Class Representatives

Daksha Khatri
Corrie Presland-Byrne
Kirsten Quarforth
Jesse Slate

Junior Class Representatives

Sarah Balenger
Natalie LeMay
Mark Selcik
Jakob Waterman

Sophomore Class Representatives

Autumn Flemming
Faith Hodges
Joshua Paschal
Taylor Stine
Emily Whaley

First-Year Class Representatives

To be elected fall 2017

Honor Council Representatives

2017-18

Stafford Campus

James Keller

Stephen Ping

Alec Villiva

Max Watson

Josephine Yorgason

Faculty Honor Advisors

2017-18

By Department

If no advisor is listed for your department of interest, please feel free to contact the closest faculty advisor to your area.

Ms. Rosemary Arneson

Simpson Library

Dr. Laura Bylenok

English, Linguistics, and Communication

Dr. Teresa L. Coffman

College of Education

Dr. Claudine L. Ferrell

History and American Studies

Dr. Ian Finlayson

Computer Science

Dr. Alan B. Griffith

Biology

Dr. Jennifer Hansen-Glucklich

Modern Languages and Literatures

Mr. J. Todd Helbling

Athletics, Health, and Physical Education

Dr. Christine Henry

Historic Preservation

Faculty Honor Advisors (continued)

Dr. Daniel Hirshberg
Classics, Philosophy, and Religion

Dr. Liane R. Houghtalin
Classics, Philosophy, and Religion

Dr. Helen M. Housley
Theatre & Dance

Dr. Ben Kisila
Earth and Environmental Sciences

Dr. Donghyun Lee
Economics

Dr. John Marsh
College of Business

Dr. Leslie E. Martin
Sociology and Anthropology

Dr. David Rettinger
Psychology

Mr. Jason Robinson
Art and Art History

Dr. Charles Sharpless
Chemistry

Procedural Advisors
Ms. Rosemary Arneson
Dr. David Rettinger

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 one’s 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.
 - a. Fredericksburg Campus: New students must receive honor counseling by an Honor Council representative and sign the Honor pledge card. Honor counseling will normally occur during the new student orientation session. Pledge cards will be signed during the Honor Convocation ceremony. The ultimate responsibility for signing the Honor pledge card rests with each individual student.
 - b. Stafford Campus: Honor pledge confirmation will occur prior to matriculation.

Rights of the Accused:

1. To be considered “not responsible” unless proven otherwise
2. To be informed in writing of the exact charges being brought against him or her
3. To be free from testifying against him or herself
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 testifying witnesses and of the accuser during a hearing, or to have questions asked on his or her own 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 verdict or sanction in accordance with Appendices A and B of the Honor Constitution

9. To have the details of his or her case held in strict confidence by the Honor Councils, by his or her accuser, and by any other persons involved in his or her case
10. To receive all physical evidence being 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 Accused:

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 appropriate Honor Council president if he or she chooses to change his or her plea from “not responsible” to “responsible”
4. To provide the appropriate Honor Council with all physical evidence necessary for his or her hearing no later than 48 hours prior to the start of the hearing
5. To cooperate with all Honor System proceedings

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 appropriate 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. 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 fill out an Honor Accusation Form, and submit it to the Fredericksburg or Stafford campus Honor Council as

appropriate. These forms can be obtained online at the UMW Honor Council website.

3. The completed form must be sent via campus or electronic mail to the appropriate Honor Council president within five academic days of the determination that a possible violation has occurred. Please note that the accusation must be made within 10 days of the date of the incident.

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. Copying – 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 – without authorization working with another person or persons 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. Exemplary references for citation and 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 enclose another’s words, phrases, or ideas in direct quotations. 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 which 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. The Procedural Advisor will communicate the request to the Registrar’s Office. 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 nor shall 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. There are differences in procedure between the Fredericksburg and Stafford campus Honor Systems. The most critical differences are listed below:
 - a. On the Stafford campus, accusations must be made within 7 business days of discovery of a violation, but on the Fredericksburg campus, accusations must be made within 10 business days of discovery of a violation. This period excludes breaks on both campuses.
 - b. On the Stafford campus, accusers are required to discuss the events in question with the potential accused before filing an honor accusation. Accusations are returned to the accuser if this requirement has not been met. On the Fredericksburg campus, accusers are encouraged to discuss the events in question with the potential accused before filing an honor accusation.
7. Decisions in Honor Council cases are made based on a preponderance of evidence.
8. When a student is found responsible of 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 student at the University of Mary Washington, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the University. I further pledge that I shall endeavor at all times 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 either the Fredericksburg or Stafford campus 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. Organizational and Procedural Appendices for both the Fredericksburg and Stafford campuses are attached to this Constitution. The Appendices provide organizational and procedural requirements for the effective operation of the Honor System. These requirements are tailored specifically to the respective student bodies and their missions.

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. Fredericksburg and Stafford campus students shall have their own Honor Council, with detailed organization outlined in the appropriate Appendix.

Article III: Procedure

Section 1. Investigation

- A. The Honor Councils operate on the premise that every person is deemed not responsible until proven responsible. Both Honor Councils of the University of Mary Washington shall develop their own procedures for resolving suspected Honor Code violations. The procedures are outlined in the appropriate Appendix.
- B. In the event that the home campus Honor Council is unable to hear a case, the Honor Council on the other campus shall have jurisdiction to hear the case following the procedures applicable to the home campus. This provision may be initiated by the President of the home campus Honor Council or the Procedural Advisor.

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 destroyed expeditiously.
- 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 stealing.** 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 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.
 5. **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.
 6. **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.

Article V. Amendments to the Constitution

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

- A. Either 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 from both the Fredericksburg and Stafford campuses.

- B. The student body may initiate an amendment by presenting to each Honor Council a petition signed by at least 10 percent of the currently enrolled student body of both the Fredericksburg and Stafford campuses. For approval, the amendment must then receive an affirmative vote of at least three-fourths of each Honor Council's members. It must then receive an affirmative vote of a majority of the votes cast in a student body referendum from both campuses.
- C. In the event that an 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 each 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 from both campuses.

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

- A. An 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 of the appropriate campus.
- B. The student body may initiate an amendment to its Appendix by presenting to its Honor Council a petition signed by at least 10 percent of the currently enrolled population being served (Fredericksburg or Stafford). 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 of the appropriate population.
- 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 (Fredericksburg or Stafford campus) 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 of the appropriate student population.

Section 3. Any amendments to the Constitution or Appendices 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 the 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

Appendix A

Fredericksburg Campus

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.

Article II: Organization

Section 1. The Fredericksburg Campus 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 20 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 20 other members consist of five representatives each from the freshman, sophomore, junior, and senior classes. They are elected by currently enrolled students in the respective classes.
- 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 reelection 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 accuser's statement and the statement received from the accused. 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 two student honor advisors to each hearing.
- B. At each hearing, one student honor advisor will serve as advisor for the accuser and one will serve as advisor for the accused. The student honor advisors are involved to provide clarification of Council policies to the accused and accuser.

Section 5. There shall be nonvoting faculty advisors to the Honor Council, 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 accuser and one to assist the accused, but neither shall verbally participate in 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 of the Honor Council, or the vice president of the Honor Council, shall report to the Faculty Senate at least once per semester concerning Council matters.

Section 6. In order to take into account the existence of more than one Honor Council (one on each campus), a student suspected of an honor violation will be referred directly to his or her “home campus” (Fredericksburg or Stafford) Honor Council for investigation. “Home campus” shall be determined by the registrar’s office.

Section 7. 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 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 accused. All accusations 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 an accusation must be made excludes all breaks. The accused must be a member of the University community. 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. The Honor Council president will notify the accused that he or she has four business days to turn in a written statement. The statement from the accuser is already available in the letter of accusation. If a response from the accused is not received within four business days, the Council will proceed as if the student had pled not responsible.
- D. The Honor Council president as well as two Honor Council representatives will meet as the Honor Advisory Board 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. All evidence considered by the Honor Advisory Board shall be assembled as a packet and copies made available to the accuser and accused following the Honor Advisory Board hearing.
- E. On the basis of the statements received, the Honor Advisory Board shall make one of the following determinations:
 - 1. If there is no evidence that a violation has occurred, the process shall end.
 - 2. If the evidence presented is insufficient, or the grounds inappropriate, to warrant further adjudication, there shall be no further proceedings.
 - 3. 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., Judicial Review Board).
 - 4. If there is evidence of an Honor Code violation, the accused student shall be given the option of withdrawing from the University, taking immediate responsibility and requesting Expedited Sanctioning, or being heard by the Honor Council. The HAB shall determine whether the violation is eligible for Expedited Sanctioning.
 - 5. If either determination 1 or 2 is made by the Honor Advisory Board, then the information packet is destroyed. If either determination 3 or 4 is made, then the packet shall be given to the accuser and the accused.
- F. Voluntary Withdrawal
 - 1. An accuser cannot withdraw a charge of an honor violation upon agreement of the accused to withdraw from the University.
 - 2. If the accused elects to discontinue enrollment:
 - a. The Honor Council shall take appropriate action to record the facts as they were presented.

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 accuser and accused are required to attend unless excused by the Honor Council President.

I. 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 accuser and for accused 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 (i.e. not an accusation of collaboration between students)
 - b.** It is a first offense for the accused
 - c.** The accuser is full-time or part-time faculty or staff
 - d.** The offense is cheating (including plagiarism). Lying and stealing cases are not eligible for Expedited Sanctioning.
 - e.** 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 accused will be notified within three days. An Honor Sanction Advisor will be available to assist the accused in understanding the Honor System, including Expedited Sanctioning. Once an accused 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 accuser, the accused, 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 accusing faculty. For academic violations, a minimum of one honor education seminar must be given.

Possible sanctions include:

- a.** Community Service
- b.** Honor Education

- c. 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
- d. Any combination of a-c.

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

5. If the accused student accepts the sanction and grade penalty proposed by the accuser, 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 accused will appear before an Honor Council Review Panel to formally acknowledge responsibility. During this panel, the accused 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 3 above) or terminate Expedited Sanctioning.
9. At any time before the Review Panel begins, the accuser, accused, or the Honor Council may terminate Expedited Sanctioning. In this event, the accused 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 accused and accuser.
10. The Honor Council shall post on their website or otherwise make available to the community a set of recommended guidelines for determining whether an accusation 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 an accused student violates the terms and conditions of the sanctions imposed, including but not limited to grade penalties, they are liable to be re-sanctioned by the Honor Council, even if the violation itself does not constitute an honor offense.

J. Plea of Not Responsible

1. The accused student may plead not responsible at any point prior to convening the actual honor hearing. When doing so, the accused shall appear before an Honor Hearing Panel. The purpose of the hearing shall be to determine whether the accused is responsible or not. If the accused is found responsible, then the panel will also determine an appropriate sanction based on the honor violation.
2. When pleading not responsible, the accused student must send a signed, written statement to the Honor Council president acknowledging a plea of not responsible.
3. Upon receipt of the accused 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. 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.

K. Evidence and Witnesses

1. The accuser and accused 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 accuser, accused, and the Honor Council president at least 48 hours prior to the convening of the hearing.
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 2. 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. Two student honor advisors shall be present. The vice president shall designate one to serve as advisor to the accused and one as advisor to the accuser.

4. The accuser and the accused 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 accused, unless granted a postponement by the Honor Council president.
6. All cases involving collaboration shall be held as a joint hearing in which all those accused shall be heard together. Verdicts 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 accused may request an open hearing, in which case additional members of the University community or other persons designated by the accused 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. The accused is not required to testify on his or her behalf and cannot be compelled to answer questions during the hearing.
 - b. Failure of the accused to testify shall not be mentioned by the accuser during the hearing, nor shall it be a consideration in determining either a verdict or, in the event of conviction, a sanction.
 - c. If the accused chooses to respond to questions from the Honor Council, such responses must be made personally by the accused, not by an advisor or by any other representative of the accused.
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 verdict of responsible or not responsible. A verdict of responsible shall be rendered only upon the concurrence of at least three-fifths of the hearing panel.
 - a. If a verdict 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

- I.** Following a verdict 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.
 - c.** Honor Education. A student sanctioned with honor education will be assigned to do one or more of the following:
 - 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 a writing workshop 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 the Time Management will be required to attend a time management workshop offered by Academic and Career Services.
 - d.** 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.
 - e.** Honor Suspension. Honor Suspension is an involuntary separation from the University for a specified number of semesters. Start and end dates of the suspension are determined by the Honor Council during the sanctioning process. Suspension typically begins at the start of the semester following sanctioning. Suspension may be scheduled to begin immediately after sanctioning at the Honor Council's

discretion in either of two particular circumstances: a. when it is determined that it is in the best interests of the community that the offender be removed from campus forthwith; b. when the ruling is handed down during the drop period at the beginning of a semester.

In the event an immediate suspension is imposed after the drop period, students who receive this sanction will receive a “W” for withdraw in the courses for the current semester in which the suspension begins. The Council may add other sanctions including but not limited to loss of credit for the course in which the violation occurred.

Suspension will be represented on the academic transcript as noted in Article IV, Section 1, Appendix B, 4 in the Honor Constitution. During the period of suspension, the student may return to the University for administrative purposes only.

- f. **Permanent Dismissal.** A student receiving the sanction of permanent dismissal is not eligible to return to the University.

Each sanction imposed will include a reflective component.

2. Any record of previous honor offenses shall not be taken into account in determining the verdict in a hearing. However, the Honor Council shall consider such record in determining the sanction to be imposed in the event of subsequent conviction, as follows:

- a. If a student, having been previously held responsible and given the sanction of loss of credit for the course, community service, or honor education, shall be found responsible of a second violation, the sanction for the latter violation must be either suspension or permanent dismissal.
- b. If a student, having been previously held responsible and suspended, shall be found responsible of a subsequent violation, the sanction for the latter violation must be permanent dismissal.

3. All sanctions imposed shall be entered into the student’s official academic record (see Article III, Section 4 B).

Section 3. Appeal

A. Appeal of verdict

1. A student held responsible for an honor offense may appeal the verdict 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 Advisory Board, which shall consist of three Honor Council representatives, within five business days after the initial verdict is rendered; the Board shall then determine whether sufficient grounds exist for granting the appeal.

- a. Not responding to mail 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.
2. 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 no Honor Council member who participated in the initial hearing.
3. If the appeal is not granted, the original verdict 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 verdict 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 convicted student 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, members of the Judicial Review Board or members of the Stafford Campus Honor Council.

Section 4. Notation on Academic Record

- A.** When a student is found not responsible, all records of the hearing shall be destroyed expeditiously.

- 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 5. 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 accused 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 accused 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 accused.

- 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 6. 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 verdict and the sanction (if any), but shall not include the names of the accuser or accused. Case information may be found at the Honor Council website. There will be a folder on the homepage of this website titled "Case Summaries" that will contain and sort the cases by semester.

Article IV: Amendments to Appendix A

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

- 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 of the Fredericksburg campus 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 of that campus. 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 Fredericksburg campus 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 of the Fredericksburg campus 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.

Appendix B

Stafford Campus

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 various forms.

Article II: Organization

Section 1. The Stafford Campus Honor Council, a judicial body, is designed to try specific cases brought to it in regards to possible violations of the Honor Code.

Section 2. The Honor Council consists of a president and additional representatives from the student body.

- A. Each Honor Council representative will be elected by currently enrolled Stafford Campus students.
- B. One member shall be elected by the body of the Honor Council to serve as president, and one to serve as vice president. The vice president shall assume the duties of the president in the president's absence, and shall perform other duties as may be assigned by the president.
- C. The terms of the 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.
- D. Any member of the Honor Council who fails to perform the duties or uphold the standards of office may be removed by action of the Honor Council as follows:
 - 1. The Honor Council itself may initiate the recall of a member by a majority vote of its members in favor of removal.
 - 2. Whenever a member is removed or resigns from office, an election shall be held as soon as viable by the student body of the home campus where the vacancy exists.

Section 3. There shall be an Honor Advisory Board consisting of the president of the Honor Council who will act as chair, and no fewer than two Honor Council representatives. The other two Honor Council representatives will be appointed by the president; therefore it is the responsibility of the Honor Advisory Board to receive information from

the accuser's statement and the statement received from the accused. The Honor Advisory Board determines, on this basis, the appropriate dispensation of the alleged violation.

Section 4. There shall be two nonvoting faculty advisors to the Honor Council; both shall be present at each hearing.

- A. Faculty advisors shall be appointed for staggered two-year terms by the President of the University in consultation with the president of the Honor Council.
- B. Prior to each honor hearing, one faculty advisor shall be available to advise the accuser and one to advise the accused, but neither shall participate in the hearing itself.
- C. Faculty advisors shall meet periodically with the Honor Council to review matters of function and practice; whereas, Council members shall report to the faculty at least once per semester concerning such matters.

Section 5. 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 shall be present at each Honor Hearing Panel and Honor Council deliberations during said hearings.

Section 6. In order to take into account the existence of one Honor Council on each campus, a student suspected of an honor violation will be referred directly to their home campus Honor Council for investigation. The home campus shall be determined by the registrar's office.

Article III: Procedure

Section 1. Investigation

- A. The Honor Council operates on the premise that every person is deemed not responsible until proved responsible.
- B. All members of the College community should feel obligated to investigate as quickly and discreetly as possible any suspected violation of the Honor Code.
- C. In the event a member feels a violation has occurred, the accuser must confront the accused and request an explanation for the alleged violation. The accused must be a member of the University community. If the explanation is deemed satisfactory, there shall be no further proceedings. However, if it is believed a violation has occurred, a formal accusation will be made and the accuser must then notify the president of the Honor Council in writing. All accusations must be made within seven business days from the date

of discovery of the alleged violation. This seven-day period within which an accusation must be made excludes all breaks. The Honor Council president will notify the accused, who will have five business days to turn in a written statement. The statement from the accuser is already available in the letter of accusation. If notification is not received within five business days, the Council will proceed as if the student has pled responsible.

- D. The Honor Council president, and no fewer than two Honor Council representatives, will meet as Honor Advisory Board 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. All evidence considered by the Honor Advisory Board shall be assembled as a formal Investigational Packet. Copies will be made available to the accuser and the accused following the Honor Advisory Board hearing.
- E. On the basis of the formal Investigational Packet, the Honor Advisory Board shall make one of the following determinations:
 - 1. If there is no evidence a violation has occurred, there shall be no further proceedings.
 - 2. If the evidence presented is insufficient, or the grounds inappropriate to warrant further adjudication, there shall be no further proceedings.
 - 3. If there is evidence of an Honor Code violation, the accused student shall be given the option of withdrawing from the University or being heard by the Honor Council.
 - 4. If either determination number 1 or 2 is made by the Honor Advisory Board, then the formal Investigational Packet and all information pertaining to the case prepared by the Honor Advisory Board is destroyed.
 - 5. If determination number 3 is made, then the packet shall be given to the accuser and the accused.
- F. Voluntary Withdrawal
 - 1. An accuser cannot withdraw a charge of an honor violation upon agreement of the accused to withdraw from the University.
 - 2. If the accused 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 engaged when an accuser communicates with a potential accused to investigate the possibility of an Honor Code violation.

- G. No hearing shall be scheduled between the beginning and the end of the Examination Period. Cases which arise within this time frame shall be tried as soon as possible, but ordinarily no later than the end of the second week of classes during the subsequent semester. In the event of extenuating circumstances, the president of the Honor Council may grant a postponement.

If a student is accused of multiple Honor Code violations, and the second violation is submitted to the Council prior to the first violation being heard, then the first violation to be scheduled for a hearing will be resolved completely before the other accusation is heard. In the event that the student appeals the verdict or sanction of the initial case, the Honor Council will proceed with the appeals process for the first violation prior to hearing the second accusation. Both the accused and accuser will be notified of the delay, but the accuser will not be told the reason for the delay.

- H. Admission of Responsibility:

1. The accused student may plead responsible at any point prior to convening the actual honor hearing. When doing so, the accused shall appear before an Honor Hearing Panel. The purpose of the hearing shall be to determine an appropriate sanction based on the honor violation.
2. When pleading responsible, the accused student must send a signed, written statement to the Honor Council president acknowledging a plea of personal responsibility for the honor violation.
3. Upon receipt of the accused student's statement, the Honor Council president shall arrange for an Honor Hearing Panel. At the hearing, the Honor Council shall be represented by no fewer than four of its members: the Honor Council president, who is the presiding officer for the hearing, and no fewer than three unbiased Honor Council representatives. Both parties shall be entitled to have present at the hearing a faculty advisor, appointed by the Honor Council president. Both parties shall be entitled to present a statement at the time of the hearing.

- I. Plea of Not Responsible

1. The accused student may submit a plea of not responsible at any point prior to convening the actual honor hearing. When doing

so, the accused shall appear before an Honor Hearing Panel. The purpose of the hearing shall be to determine whether the accused is responsible or not. If the accused is found responsible, then the Panel will also determine an appropriate sanction based on the honor violation.

2. When pleading not responsible, the accused student must send a signed, written statement to the Honor Council president acknowledging a plea of not responsible.
3. Upon receipt of the accused student's statement, the Honor Council president shall arrange for an Honor Hearing Panel. At the hearing, the Honor Council shall be represented by no fewer than four of its unbiased members: the Honor Council president, who is the presiding officer for the hearing, and no fewer than three unbiased Honor Council representatives. Both parties shall be entitled to have present at the hearings a faculty advisor, appointed by the Honor Council president. Both parties shall be entitled to present a statement at the time of the hearing.

J. Evidence and Witnesses

1. The accuser and accused may use anything contained in the honor investigator's report during an honor hearing. Any additional information presented at the hearing not contained in the report, or the use of oral or written testimony from third parties, must be exchanged among the accuser, accused, and the Honor Council president at least 48 hours prior to the convening of the hearing.

Section 2. Hearing

A. Composition

1. At a hearing, the Honor Council shall be represented by: the Honor Council president, who is the presiding officer for the hearing, and no fewer than three unbiased Honor Council representatives.
2. Both faculty advisors shall be present. The Honor Council president shall designate one to serve as an advisor to the accused, and one as an advisor to the accuser.
3. The accuser and the accused 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.

B. Format

1. Attendance at the hearing shall normally be restricted to those persons described above (Art. III, Sec.2A). However, the accused may request an open hearing, in which case additional members

of the University community or other persons designated by the accused may also attend. In the event of an open trial the accused forfeits their right to privacy.

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 is unable to be present for any reason.
3. Rules of Testimony
 - a. The accused is not required to testify on his or her behalf and cannot be compelled to answer questions during the hearing.
 - b. Failure of the accused to testify shall not be mentioned by the accuser during the hearing, nor shall it be a consideration in determining either a verdict or, in the event of conviction, a sanction.
 - c. If the accused chooses to respond to questions from the Honor Council, such responses must be made personally by the accused, not by an advisor or by any other representative of the accused.
4. Upon conclusion of all testimony, the hearing panel shall deliberate and deliver to the Honor Council president a verdict of responsible or not responsible. A verdict of responsible shall be rendered only upon the majority concurrence of the hearing panel.
5. If a verdict of responsible is rendered, the Honor Council representatives who are present shall decide the appropriate sanction, which shall be announced by the president of the Honor Council.

C. Sanctions

1. Following a verdict of responsible or an admission of responsibility, the Honor Council must impose one or more of the following sanctions:
 - a. Community Service. Where appropriate, the sanction of community service may be rendered.
 - b. Honor Education. 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.

- c. **Loss of Credit for the Course.** In cases involving academic credit through the assignment of a failing grade in the course(s) involved.
- d. **Honor Suspension.** Honor Suspension is an involuntary separation from the University for a specified number of semesters. Start and end dates of the suspension are determined by the Honor Council during the sanctioning process. Suspension typically begins at the start of the semester following sanctioning. Suspension may be scheduled to begin immediately after sanctioning at the Honor Council's discretion in either of two particular circumstances: a. when it is determined that it is in the best interests of the community that the offender be removed from campus forthwith; b. when the ruling is handed down during the drop period at the beginning of a semester.

In the event an immediate suspension is imposed after the drop period, students who receive this sanction will receive a "W" for withdraw in the courses for the current semester in which the suspension begins. The Council may add other sanctions including but not limited to loss of credit to the course in which the violation occurred.

Suspension will be represented on the academic transcript as noted in Article IV, Section 1, Appendix B, 4 in the Honor Constitution. During the period of suspension, the student may return to the University for administrative purposes only.

- e. **Permanent Dismissal.** A student receiving the penalty 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 verdict in a hearing; however, the Honor Council shall consider such record in determining the penalty to be imposed in the event of subsequent conviction, as follows:
 - a. A student, having been previously convicted and given the sanction of loss of credit for the course or given community service and determined responsible for a second violation, will be given a sanction of either suspension or permanent dismissal.
 - b. A student, having been previously convicted and suspended, and determined responsible for a subsequent violation, will be given a sanction of dismissal.
 - 3. All sanctions imposed shall be entered into the student's official academic record (see below, Art. III, Sec. 4).

Section 3. Appeal

A. Appeal of Verdict

1. A student convicted of an honor offense may appeal the verdict on procedural grounds or upon the presentation of relevant new evidence which 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 Advisory Board within five business days after the initial verdict is rendered; the Board shall then determine whether sufficient grounds exist for granting the appeal.
2. If the appeal is granted, a new hearing is ordered. Such hearing shall be conducted in accordance with established honor hearing procedures (Art. 3, Sec.2). The president shall convene an Honor Appellate Panel consisting of the Honor Council members who did not participate in the initial hearing. The faculty advisor who did not participate in the initial trial shall act as advisor at the appeal.
3. In the event an insufficient number of current Honor Council and/or faculty members are able to consider an appeal, the Honor Council president shall have the right to authorize previous Honor Council and/or faculty members, or make appointments as necessary, to serve at an appeal hearing.
4. If the appeal is not granted, the original verdict shall stand as rendered, and the convicted student shall have no further right of appeal.

B. Appeal of Sanction

1. A student convicted of an honor offense has the right to appeal the sanction on the grounds the penalty is too harsh for the violation committed. Such appeal must be made in writing, and may, be presented orally to the president of the Honor Council within five business days after the initial verdict is rendered.
2. The president of the Honor Council shall appoint an Honor Appellate Panel to consider such appeal. The Panel shall consist of no fewer than three unbiased Honor Council members who did not participate in the initial hearing.
3. In the event an insufficient number of current Honor Council members are able to consider an appeal, the Honor Council president shall have the right to authorize previous Honor Council members, or make appointments as necessary, to serve at an appeal hearing.
4. 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.

5. The decision of Honor Appellate Panel shall be final, and the convicted student shall have no further right of appeal.

Section 4. Notation on Academic Record

- A. In the case of acquittal, all records of the hearing shall be destroyed expeditiously.
- B. In the case of conviction, an entry shall be made on a student's academic record as described in Article IV of the Constitution.

Section 5. A brief summary of every case tried by the Honor Council, whether resulting in acquittal or conviction, shall be submitted to the appropriate UMW news outlet for publication in an appropriate format. Such summary shall include the charge, verdict and sanction, but shall not include the names of the accuser or accused.

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 of the Stafford Campus.

- A. The Honor Council may initiate an amendment of Appendix B by an affirmative majority vote of its members. For approval, the amendment must then receive an affirmative vote of a majority of the currently enrolled student body.
- B. The Stafford Campus student body may initiate an amendment to Appendix B by presenting to the Honor Council a petition signed by at least ten percent of the currently enrolled Stafford Campus student body. For approval, the amendment must then receive an affirmative majority vote of the Honor Council members. It must then receive an affirmative vote of a majority of the currently enrolled student body.
- C. In the event the Honor Council does not approve an amendment to Appendix B initiated by the Stafford Campus student body, such action can be overridden if a petition, signed by at least twenty-five percent of the currently enrolled Stafford Campus 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 currently enrolled Stafford Campus student body in a referendum.

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

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