

Guidelines for Expedited Sanctioning

The table below is a set of suggested guidelines for sanctions within the Expedited Sanctioning Process. It also includes examples of accusations that would fall outside of Expedited Sanctioning. Accusations of behavior that would typically result in a sanction of suspension or dismissal from the University are not appropriate for resolution through the Expedited Sanctioning process. Remember that this process is optional for both faculty and students; the Honor System's hearing process is available whenever either the accused or accuser would prefer it.

Within Expedited Sanctioning the Honor Council is soliciting the input of faculty accusers and students who have admitted responsibility for an honor violation. As outlined in the Honor Constitution and Guidebook, once this process begins, the faculty accuser should use the table as a point of reference for recommending a set of sanctions. This recommendation includes two parts. First is a grade penalty, which is implemented by the faculty member. The Honor Council maintains no control over course grades, and the table suggests ways that faculty might use grading prerogatives as part of a holistic sanction. The second part of the sanction is implemented by the Honor Council and includes the possibility of Honor Education or Community Service. While these sanctions are administered by the Honor Council, the faculty accuser should include his or her recommendation as part of the holistic process.

In proposing a grade penalty and a sanction, the faculty accuser should take into account the recommendations in the table, mitigating or exacerbating circumstances, and the specifics of the case. **This process is not bound by the recommendations below.**

The responsible student shall maintain the right to request a Review and Sanction hearing throughout the process and the Honor Council retains the prerogative to hear the case in a Review and Sanction Hearing instead of accepting the faculty accuser's recommendation.

Behavior Examples	Grade Penalty (imposed by faculty member)	Sanction	Transcript Notation
<p style="text-align: center;">Level 1</p> <p><i>Used for the most minor violations, worth small grade %, and small amounts of copied/plagiarized materials</i></p> <p>Plagiarism</p> <ul style="list-style-type: none"> • Direct or nearly direct use of another’s words without quotation marks, affecting a small portion of the work, <i>with citation</i> <p>Cheating</p> <ul style="list-style-type: none"> • Minor use of use of unauthorized aid on homework assignment 	<p>Reduced grade on assignment <i>or</i> 0 on assignment <i>and</i> Redo the assignment (optional)</p>	<p>Honor Education Academic Integrity Seminar <i>and/or</i> Time Management Seminar <i>and/or</i> Writing Center Workshop Community Service (10-30 hours)</p>	<p>Until graduation</p>
<p style="text-align: center;">Level 2</p> <p><i>Used for violations that are worth a more notable grade %, when more material is copied/plagiarized, or when a citation or citations are missing</i></p> <p>Plagiarism</p> <ul style="list-style-type: none"> • Direct or nearly direct use of another’s words without quotation marks, affecting a significant portion of the work, <i>with citation</i> • Direct or nearly direct use of another’s words without quotation marks, affecting a small portion of the work, <i>without citation</i> • Direct or nearly direct use of another’s ideas, structure, or organization affecting a <i>small part of the work with inadequate or no citation</i> • Submitting same work for multiple courses without permission <p>Cheating</p> <ul style="list-style-type: none"> • Moderate use of unauthorized aid on homework assignment • Using electronic devices during an exam in contravention of class rules <i>with no evidence of direct cheating</i> 	<p>0 on assignment <i>or</i> 1 Letter Grade Reduction in Course Grade <i>and</i> Redo the assignment (optional)</p>	<p>Honor Education Academic Integrity Seminar <i>and/or</i> Time Management Seminar <i>and/or</i> Writing Center Workshop Community Service (30-50 hours)</p>	<p>Until graduation</p>

<p style="text-align: center;">Level 3</p> <p><i>Used for more serious violations that are worth more than 25 % of a class grade or when more material is copied/ plagiarized, or when a citation or citations are missing</i></p> <p>Plagiarism</p> <ul style="list-style-type: none"> • Direct or nearly direct use of another’s words without quotation marks, affecting a significant portion of the work, <i>without citation</i> • Direct or nearly direct use of another’s ideas, structure, or organization <i>without citation and/or affecting much of the work</i> <p>Cheating</p> <ul style="list-style-type: none"> • Possession of unauthorized materials during an exam, in contradiction of rules or policies, electronically or on paper, <i>with no evidence of use</i> • Use of unauthorized material on a lab report or paper • Inventing or falsely attributing the sources used in a paper or other work • Substantial use of unauthorized aid on a homework assignment 	<p>Two letter grade penalty in the course*</p>	<p>Honor Education Academic Integrity Seminar <i>and/or</i> Time Management Seminar <i>and/or</i> Writing Center Workshop</p> <p>Loss of Credit for the Course</p>	<p>Three years after graduation</p>
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*Loss of Credit for the course is also an option, but is considered a sanction, as it is imposed by the Honor Council and is noted as such on the transcript.

Some accusations are too serious for Expedited Review, and require a hearing. Some examples are listed below for reference.

<p>Plagiarism</p> <ul style="list-style-type: none"> • Direct or nearly direct use of another’s words or ideas for an entire paper or more than 2 pages of a longer work • Submission of an entire assignment of any kind as one’s own that is the work of another <p>Cheating</p> <ul style="list-style-type: none"> • Cheating on an examination • Falsifying data or research • Enlisting another to take an examination for you; taking an exam for someone else • Unauthorized collaboration on a take-home exam or paper <p>Other examples not covered in levels 1-3</p>		<p>Loss of Credit in the Course</p> <p>Suspension</p> <p>Dismissal from the University</p>	<p>Three years after graduation</p> <p>Permanent notation</p>
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Thanks to The College of William and Mary for guidance and reference materials;

http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/honor_system/appendix_I/index.php