



Honour Code Discussion SSH Faculty Council Meeting—12 February 2021

At the 8 January 2021 Faculty Council meeting, Dean Birmingham informed meeting attendees of the rise in academic misconduct cases and offered a preliminary suggestion that Council might want to discuss the adoption of an honour code framework that is popular in many universities in the United States. To begin that discussion, honour code policies from the following five universities are attached that feature different administrative approaches:

- Harvard University
- University of North Carolina
- James Madison University
- Augustana University
- North Dakota State University

Council members are requested to examine these policies ahead of the 12 February meeting and offer input into the positive and negative aspects of honour codes and determine a course of action. Council could decide, for example, not to pursue the idea any further. Alternatively, an ad hoc committee could be formed to study the matter in more detail and draft a proposal to bring to Council at a later date.

Harvard

About the Honor Code

The Harvard College Honor Code is the result of five years of work by representatives from all parts of the academic community, including deans, teaching fellows, House Masters, faculty members, students, and administrative staff. Students from six classes (2012-2017) served on the Committee during the drafting process. This work began with the formation of the Committee on Academic Integrity in 2010, which was convened to study the academic environment at Harvard.

The Academic Integrity Committee explored the academic environment on campus including surveying faculty, students, and teaching fellows. The Committee members also [reviewed academic literature](#) and studied Honor Code systems at other institutions. This work led to a [preliminary recommendation](#) that Harvard College adopt an Honor Code. A drafting subcommittee, of whom a majority of members were students, developed a comprehensive Honor Code and plan for an Honor Council composed of students, faculty, administrators, and teaching fellows. The proposed Honor Code system also included students as Student Academic Integrity Fellows (SAIFs) to provide guidance and support to students under investigation by the Honor Council.

During the 2013-14 academic year, the members of the Academic Integrity Committee held town halls and created a forum for online discussion for faculty and students to collect feedback on the proposed Honor Code. In the Spring of 2014, the Committee presented a [final proposal for an Honor Code](#) to the Faculty of Arts and Sciences and to the Undergraduate Council. Both the faculty and the students voted to [adopt an Honor Code for Harvard College](#). The legislation provided for the creation of the Honor Council to adjudicate cases concerned with potential violations of the Honor Code and rules on academic dishonesty. The Committee further prepared legislation for the Honor Code Affirmation, which was approved by the Faculty of Arts and Sciences in April 2015.

The Honor Code is in effect for the academic community of Harvard College beginning in Fall 2015. The Academic Integrity Committee will continue to work to support the Honor Code and Honor Council.

The Honor Code

Harvard College is an academic and residential community devoted to learning and the creation of knowledge. We – the academic community of Harvard College, including the faculty and students – view integrity as the basis for intellectual discovery, artistic creation, independent scholarship, and meaningful collaboration. We thus hold honesty – in the representation of our work and in our interactions with teachers, advisers, peers, and students – as the foundation of our community.

The Harvard College Honor Code

Members of the Harvard College community commit themselves to producing academic work of integrity – that is, work that adheres to the scholarly and intellectual standards of accurate attribution of sources, appropriate collection and use of data, and transparent acknowledgement of the contribution of others to their ideas, discoveries, interpretations, and conclusions. Cheating on exams or problem sets, plagiarizing or misrepresenting the ideas or language of someone else as one’s own, falsifying data, or any other instance of academic dishonesty violates the standards of our community, as well as the standards of the wider world of learning and affairs.

The Honor Council

The [Harvard College Honor Council](#) is composed of undergraduate and graduate students, faculty, and staff working together to review possible violations of the Honor Code and academic integrity policies. You can view a list of the 2019-20 members on the new Honor Council [here](#).

Based on extensive discussions with the community, a vision for the Honor Council was developed and reviewed by faculty in Spring 2013. The section below is drawn from that vision.

The Honor Council is based on the following principles:

1. *Community governance:* Community governance requires faculty, students, and staff to share collective responsibility for upholding the Honor Code, and we believe that the members of the community are in the best position to determine and evaluate cases of academic integrity violations. Community governance also ensures that the Honor Council represents the breadth of the Harvard College community.
2. *Education:* We are committed to an educational approach to academic integrity and a Council that makes decisions through a holistic assessment of the student's life and experiences. The purpose of the Council is to allow each individual student to learn from her/his mistakes while also affirming community members’ commitment to academic integrity.

The Affirmation

Students will be asked to affirm their awareness of the Honor Code at various points during the academic semester. The goal of this affirmation is to reinforce the centrality of scholarly integrity to students’ membership in our academic community, as well as to remind students that they have already agreed to adhere to the standards of academic integrity as outlined in the Student Handbook.

The Affirmation will take several forms, depending on the student’s status, and particular assignments.

Freshmen

As part of the writing placement process, Freshmen will be asked to respond to the following prompt:

The Harvard College Honor code declares that we “hold honesty as the foundation of our community.” As you enter this academic community, please write a couple of paragraphs in which you reflect on a time when you had to make a choice about whether to act with integrity and honesty. What in that experience do you think will help you uphold the values of the Honor Code as you read, write, study, and learn at Harvard?

In addition, please write a few sentences in response to the following question (your answer may be helpful to your instructors and advisors when they talk with you during the semester): What might you find new or confusing or challenging about these academic expectations?

Responses will be reviewed by Advisors and Expos Preceptors as part of advising conversations. Students will be able to access their statements throughout their time at Harvard and will have the opportunity to update and revise periodically.

All Students

1. During the bi-annual electronic registration process, all students will be asked to read the [Honor Code](#) and to type their name as signature, indicating their awareness of the Code.
2. At seated final exams, all students will be asked to read and sign a statement affirming their awareness of the Honor Code. Faculty will be provided with attendance slips that include the affirmation in their exam packets (“I affirm my awareness of the standards of the Harvard College Honor Code.”). Faculty will be asked to distribute these slips with the exams and will ask students to sign the affirmation before starting the exam. Students will turn in the slips before starting the exam. Faculty may also have the option of including the affirmation on the printed exam and asking students to sign the affirmation directly there. Faculty may also ask students to hand write the affirmation and sign it directly on their blue book. To see a sample attendance slip, please click [here](#).
3. For final papers and projects, take-home and in-class final exams, and on senior theses, Faculty are asked to request that students include an affirmation statement at the time of submission. The following text is recommended: “I affirm my awareness of the standards of the Harvard College Honor Code.” Faculty are welcome to edit this statement or to develop their own affirmation.

For a PDF of this statement, please click [here](#). For an example of how one department developed an affirmation statement for senior theses, please click [here](#).

If faculty have questions about how to incorporate the affirmation into assignments, please contact Lisa Laskin in the Office of Undergraduate Education at elaskin@fas.harvard.edu.

University of North Carolina

The Honor Code

The Honor System forms a bond of trust among students, faculty, and administrators. The University of North Carolina at Chapel Hill operates under a system of self-governance, as students are responsible for governing themselves. As such, our University is transformed into a powerful community of inquiry and learning. The Honor Code embodies the ideals of academic honesty, integrity, and responsible citizenship, and governs the performance of all academic work a student conducts at the University. Acceptance of an offer of admission to Carolina presupposes a commitment to the principles embodied in our century-old tradition of honor and integrity.

Mutual Responsibilities of the Faculty and Students

Academic work is a joint enterprise involving faculty and students. Both have a fundamental investment in the enterprise and both must share responsibility for ensuring its integrity. In relation to the Honor Code, therefore, specific responsibilities of the faculty which parallel the responsibilities of the students have been formally adopted by the Faculty Council.

Responsibilities of the Faculty

1. Awareness: To assure that community-wide expectations regarding academic integrity are understood and communicated, and that students are held accountable for conforming their conduct to such expectations.
2. Communicating Expectations and Administering Examinations: To assist students in complying with their responsibilities relating to academic integrity, faculty members, teaching assistants, and other instructional personnel should
 1. Use good judgment in setting and communicating clear ground rules for academic work conducted under their supervision.
 2. Require students to sign the honor pledge as a condition of submitting academic assignments.
 3. Take steps to prevent unauthorized access to examinations during development, duplication, and administration.
 4. Avoid reusing prior examinations in whole or in part to the extent possible.
 5. Take all reasonable steps consistent with physical classroom conditions to reduce the risk of cheating during the administration of examinations.
 6. Maintain proper security during the administration of examinations, including as appropriate overseeing distribution and collection of examinations and proctoring the examination session.
3. Oversight: In the event of student misconduct that appears to violate the requirements of the Honor Code, faculty members, teaching assistants, and other instructional personnel should

1. Report to the appropriate Student Attorney General any instance in which the instructor has reasonable basis to conclude that a student under the faculty member's supervision has engaged in academic dishonesty or substantially assisted another to do so in connection with academically related work.
 2. In the instructor's discretion, notify the student of the instructor's intention to report the suspected academic dishonesty and permit the student to provide relevant further information if the student chooses to do so.
 3. Refrain from taking unilateral punitive action as to a student rather than reporting conduct in suspected violation of the Honor Code.
 4. Cooperate with representatives of the Honor System in conducting necessary investigation, providing testimony or other evidence, recommending appropriate sanctions, or otherwise bringing the matter to prompt conclusion.
4. Involvement: To bring to bear requisite faculty judgment regarding the nature and importance of academic integrity, and to nourish a strong campus-wide understanding and commitment to associated intellectual and personal values, faculty members, teaching assistants, and other instructional personnel should
1. Explore issues of integrity in connection with instructional activities where relevant and appropriate.
 2. Encourage their academic units to take matters of academic integrity seriously, become informed regarding related problems and advisable means of preventing problems from arising, and provide requisite training and support to instructional personnel.
 3. Participate upon request as part of educational initiatives, faculty advisory panels, and University Hearing Boards designed to create, nurture, and enforce high standards of academic integrity within the University community.

Responsibilities of Students

To ensure effective functioning of an Honor System worthy of respect in this institution, students are expected to

1. Conduct all academic work within the letter and spirit of the Honor Code, which prohibits the giving or receiving of unauthorized aid in all academic processes.
2. Consult with faculty and other sources to clarify the meaning of plagiarism, to learn the recognized techniques of proper attribution of sources used in the preparation of written work, and to identify allowable resource materials or aids to be used during examination or in completion of any graded work.
3. Sign a pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work.
4. Comply with faculty regulations designed to reduce the possibility of cheating—such as removing unauthorized materials or aids from the room and protecting one's own examination paper from the view of others.

5. Maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student yet to write that same examination.
6. Treat all members of the University community with respect and fairness.
7. Report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work or in other respects violated the Honor Code. Such report should be made to the Office of the Student Attorney General, the Office of the Dean of Students, or other appropriate officer or official of their college or school.
8. Cooperate with the Office of the Student Attorney General and the defense counsel in the investigation and hearing of any incident of alleged violation, including the giving of testimony when called upon.

Procedure for Reporting

Members of the University community who wish to report possible violations of the Honor Code should contact the Office of Student Conduct at (919) 962-0805 or fill out the [online form](#). The Office of Student Conduct will review the report and refer it to the appropriate Student Attorney General for action.

James Madison University

I. Introduction

- A. In a university community, there can be no doubt that honor and the pursuit of knowledge are inexorably intertwined. An honor system must be believed in, supported by, and administered by those who belong to it.
- B. Upon enrollment at James Madison University (JMU), each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor System. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing.
- C. The Honor System at JMU does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age, or disability.
- D. Each examination, paper, and other written or electronically submitted assignment is submitted pursuant to the Honor Code, and shall contain the following pledge (or similar pledge approved by the faculty or staff member) of the student(s) submitting the work: "This work complies with the JMU Honor Code." The pledge shall be signed by the student(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student's pledge.

II. The Honor Code

- A. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:
 - 1. Using unauthorized materials, *in whole or in part*, or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials (*materials used without instructor permission*) may include, but are not limited to notes, textbooks, *electronic devices, and previous works. Previous works include, but are not limited to examinations, papers, exhibits, experiments, and other supplementary items submitted for academic credit and includes previous works submitted to any institution.*
 - 2. Giving false or misleading information regarding an academic matter.
 - 3. Copying information from another student during an examination.
 - 4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
 - 5. Obtaining prior knowledge of examination materials, including using copies of previously given examinations obtained from files maintained by various groups and organizations, in an unauthorized manner.
 - 6. Selling or giving another student unauthorized copies of any portion of an examination.

7. Using a commercially-prepared paper or research project or submitting for academic credit any work completed by someone else.
 8. Falsifying or attempting to falsify class attendance records for yourself or for someone else, or having another person falsify attendance records on your behalf.
 9. Falsifying material relating to course registration or grades, either for yourself or for someone else.
 10. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
 11. Taking an examination in the place of another student.
 12. Making unauthorized changes in any reported grade or on an official academic report form.
 13. Falsifying scientific or other data submitted for academic credit.
 14. Collaborating in an unauthorized manner with one or more students on an examination or any work submitted for academic credit.
 15. Committing the act of plagiarism: copying information, ideas, or phrasing of another person without proper acknowledgment of the true source; writing or presenting as if it is your own information, ideas, or phrasing without proper acknowledgment of the true source.
 16. Using computing facilities or library resources in an academically dishonest manner.
 17. Falsifying evidence, or intimidating or influencing someone in connection with an Honor Code violation investigation, hearing, or appeal.
- B. All students are strongly advised to ask their faculty or staff members to clarify what types of conduct are authorized or unauthorized in each course.

III. Reporting of Possible Violations

- A. For the Honor System to be truly effective, all students and faculty members or staff members are expected to cooperate in its implementation. If students accept dishonesty by their peers, or if faculty/staff members accept dishonesty by their students, the entire Honor System will be destroyed. True honor can be achieved only if all guard it zealously.
- B. Any member of the university community who has reason to believe that an Honor Code violation has taken place should immediately report the circumstances to the faculty or staff member of the course involved; however, if the potential violation does not relate primarily to a specific course, the matter should be immediately reported to the Honor Council coordinator for disposition under [Section V. Investigations and Charges by Honor Council](#).

IV. Potential Resolution by Faculty or Staff Member

- A. If a faculty or staff member has reason to believe that an Honor Code violation has occurred – due to either the faculty or staff member's own observation or a report by a third party – the faculty or staff member should discuss the matter with the student and consider whether the behavior is a violation of the Honor Code. The

faculty or staff member shall not communicate the identity of any third party reporter(s) to the student. The faculty or staff member then has the following three options:

1. If the faculty or staff member determines that there has been no Honor Code violation, the matter is outside the scope of the Honor System.
 2. If the faculty or staff member is unsure as to whether an Honor Code violation has occurred, the faculty or staff member will take one of the following actions:
 - a. refer the matter to the Honor Council coordinator for disposition under [Section V, Investigations and Charges by Honor Council](#); or
 - b. deal with the matter with the agreement of the student, without determining that a violation has occurred. If there is no agreement, either the faculty or staff member or the student may refer the matter to the Honor Council coordinator for disposition under [Section V](#).
 3. If the faculty or staff member determines that an Honor Code violation has occurred, the faculty or staff member will take one of the following actions:
 - a. refer the matter to the Honor Council coordinator for disposition under [Section V](#); or
 - b. determine the appropriate penalty from [Section VII, Penalties](#), either VII.A.1. (reduced or failing grade in applicable area) or VII.A.2. (reduced or failing grade in the course). If the student agrees a violation has occurred, the faculty or staff member reports the violation and penalty using the "Informal Resolution Agreement Form" to the Honor Council coordinator who will promptly complete all the appropriate documentation. If the student disagrees with the violation determination and/or the penalty, the matter is referred by the faculty or staff member or the student to the Honor Council coordinator for disposition under Section V. If the student disagrees only with the penalty, a hearing body will determine the penalty.
- B. At any time prior to reaching an agreement regarding responsibility and the penalty, either the faculty or staff member or the student may refer the matter to the Honor Council coordinator for disposition under [Section V](#); however, once a matter is so referred, there is no longer any possibility of informal resolution (per section IV.A.3.b.) or resolution by agreement (per section IV.A.2.b.) between the faculty or staff member without the permission of the Honor Council coordinator. If a matter is referred for disposition under [Section V](#), the hearing body will not be informed of the faculty or staff member's opinion on the appropriate penalty.
- C. A faculty or staff member has the option of consulting with the Honor Council coordinator to obtain the assistance of the Honor Council investigators, to obtain advice about an appropriate penalty, or to obtain other advice or assistance with respect to the matter in question. Any such consultation will not constitute a referral of the matter to the Honor Council coordinator for disposition under [Section V](#).
- D. In cases involving a second or third violation, with the approval of the Honor Council Coordinator, the student will have the option to waive the hearing and accept the minimum penalty as outlined in [Section VII](#).

V. Investigations and Charges By Honor Council

- A. The Honor Council shall not take action with respect to a violation reported to it more than 90 days after its occurrence. Upon receipt of a written complaint of an alleged Honor Code violation, the coordinator or an investigator will notify the student by letter that he or she is the subject of an Honor Code investigation, and an investigator will be assigned to investigate the alleged violation.
- B. All official correspondence from the Honor Council will take place via the university e-mail system, and will be addressed to current university electronic identification on record. It is the responsibility of the accused student, reporting faculty, and witnesses to read and promptly respond to all electronic communication from the Honor Council.
- C. It will be the responsibility of the assigned investigator to gather the information needed to permit a fair determination of whether there is reason to believe that an Honor Code violation has taken place. The Honor Council coordinator and investigators should complete the initial investigation of the alleged violation and decide whether to charge the student with a violation of the Honor Code or to terminate the matter within 20 class days from the date of the notification letter. The student will be promptly notified of that decision.
- D. A student accused of an Honor Code violation under this Section V, Investigations and Charges by Honor Council, will be promptly notified of the alleged violation and instructed to make an appointment with the investigator. At this meeting, the investigator will explain the basis for the violation and investigation, inform the student of his or her rights, and describe the Honor System procedures. Neither the student's failure to contact the investigator, the student's withdrawal from the course, nor the student's withdrawal from the university while an honor investigation or charge is pending will halt the investigation or any subsequent honor proceeding (including the hearing and, if applicable, the appeal) affecting the student. A student's withdraw from a course during the formal process will result in the minimum penalty of an "F" in the course. Exceptions are possible in cases of separation from the university during the term in which the violation occurred.
- E. A student charged with an Honor Code violation under this Section V may request the assistance of an investigator in gathering relevant evidence. Although the accused is responsible for preparing and presenting his or her own defense, the accused may submit to the investigator a list of questions the accused would like asked of witnesses during the investigation and at the hearing. This procedure will not affect the right of the accused to question any witness at the hearing.
- F. Formal reports received by the Honor Council during the last three weeks of spring semester and during all summer sessions will likely receive no action until the following fall semester. Available council member will make attempts to begin the investigation process, but it is rare that the council will be able to conduct hearings and resolve cases during the late spring and summer sessions.
- G. It should be remembered that Honor Council investigators are students. They are assigned to gather evidence in an impartial manner and to help those involved in Honor Council proceedings understand the operation of the Honor System.

VI. Rights of Accused Students

- A. Each student charged with an Honor Code violation under [Section V, Investigations and Charges by Honor Council](#) shall have the right to the following:
1. A fair and impartial hearing before the appropriate hearing body within a reasonable period of time after being charged with an Honor Code violation.
 2. The benefit of a presumption of innocence until proven responsible.
 3. See typewritten copies of statements of the reporter(s) and witness(es), modified to protect the identities of the reporter(s) and witness(es), before submitting his or her statement regarding the incident.
 4. Notification of the nature of the charges as soon as they can be deduced from the statements of the reporter(s). This will usually require receipt of written statements from the reporter(s).
 5. Notification of the specific charges and evidence as well as the time and place of the hearing at least five class days prior to the hearing.
 6. Representation by any willing student member of the university community, excluding Honor Council members.
 7. Have a lawyer attend the hearing. If a student elects to have a lawyer attend the hearing, the student must notify the Honor Council president no later than 24 hours prior to the hearing.
 - a. A lawyer attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
 - b. The Honor Council president may direct a lawyer to cease all assistance if the president determines that the assistance is unduly disrupting the hearing.
 8. Select up to three non-witnesses to attend a closed hearing by providing the investigator with their names at least 24 hours prior to the hearing. These non-witnesses may not participate in the hearing.
 9. Question all witnesses who testify at the hearing.
 10. Present witnesses to testify for the defense.
 11. Be present during the entire hearing (except closed deliberations) and know all evidence used in the proceeding. The accused may elect not to appear at the hearing; failure to appear will not be construed as an admission of responsible.
 12. Remain silent. Such silence will not be construed as an admission of responsibility.
 13. Be notified in writing of the decision of the hearing body within 10 days of the date of the hearing.
 14. Submit an appeal.
 15. Have access to the official record of the hearing for the purpose of preparing an appeal. This record will consist of a copy of a visual recording made at the hearing, at the discretion of the coordinator.
 16. Have the above rights apply to a hearing conducted by a special panel, as described in that section.

VII. Penalties

- A. One of the following penalties will be assessed for a student's first Honor Code violation:
1. **Reduced or failing grade on the most applicable area** of student evaluation in the course (e.g., an assignment, an examination, class participation, etc.);
 2. **Reduced or failing grade in the course;**
 - a. For a first violation, the hearing panel has the option to assign either an "F" or an "F with a transcript notation" as a penalty. If the "F with a transcript notation" option is assigned as a penalty, the registrar will adjust the student's transcript to contain an "F" and a statement that the "F" is due to an Honor Code violation. The transcript notation shall remain on the official university transcript for one year from the date the student graduates or completion of the Site Experience administered by the [Office of Student Accountability and Restorative Practices](#), which ever should occur first in time.
 3. **Failing grade with a transcript notation in the course and suspension** for the fall or spring semester including the preceding or following summer term upon conclusion of the final disposition of the matter. A student may not receive credit for work taken at another institution during this period of suspension. A hearing body may impose suspension for a student's first violation if it finds that the student intentionally tried to obtain an academic advantage for him/herself or another student. The transcript notation shall remain on the official university transcript for one year from the date the student graduates or completion of the Site Experience administered by the [Office of Student Accountability and Restorative Practices](#).
 4. **Failing grade with a transcript notation in the course and expulsion** from the university. A hearing body may impose expulsion for a student's first or second violation if it finds (i) the student intentionally tried to obtain an academic advantage for him/herself or another student, and (ii) the violation involved aggravated circumstances (e.g., violation of another university policy in conjunction with the Honor Code violation). The transcript notation shall remain on the official university transcript permanently in the case of expulsion.
 - a. The maximum penalty that may be assessed under [Section IV](#) (i.e., the penalty designated by the faculty or staff member is agreed to by the student) is "F" in the course.
 - b. If an "F" or "F with a transcript notation" in the course is assessed for an Honor Code violation, the student will not be permitted to retake that course on a "repeat/forgiveness" basis.
 - c. If a student commits more than one Honor Code violation, the informal resolution process is not an option. The following minimum penalties will apply: the minimum penalty for a second violation will be "F with a transcript notation" in the course and suspension for a

semester. The minimum penalty for a third violation will be "F with a transcript notation" in the course and expulsion.

5. **Values in Action Workshop:** The option to require the student to attend the Values in Action Workshop facilitated in conjunction with the [Office of Student Accountability and Restorative Practices](#) is available for both formal and informal resolutions. This penalty should only be assigned in addition to another appropriate penalty unless the violation occurred outside of an enrolled class or an appropriate penalty is unavailable. This penalty is assigned based on the judgment of the professor if it is an informal violation or the judgment of the hearing board if it is a formal violation that the student will benefit from the class. If the Values in Action Workshop does not seem appropriate for the student then it should not be assigned. This penalty can only be imposed once per student.
 - a. Each student assigned the Values in Action Workshop must contact the [Office of Student Accountability and Restorative Practices](#) within three class days of the final disposition of the matter. Failure to contact the Office of Student Accountability and Restorative Practices will be treated as a judicial violation and will be handled as such. The Values in Action Workshop may not be assigned to seniors in their final term of enrollment or in conjunction with the transcript notation sanction.
 - b. Students must be enrolled at JMU to be eligible to participate in the Site Experience. Removal of the transcript notation will occur following the completion of the program and notification of the Honor Council Coordinator by the student. Students in their final term of enrollment or those not currently enrolled due to suspension will have the opportunity to remove the transcript notation upon the completion of 30 hours of community service, certified by the Honor Council Coordinator, if they are not eligible for the Site Experience.
 - c. If these penalties are assigned to a student who has also been assigned the penalty of suspension, he or she will be required to contact the Office of Student Accountability and Restorative Practices upon re-enrollment during the first week of the semester back at JMU. Failure to contact the Office of Student Accountability and Restorative Practices will be treated as a judicial violation and will be handled as such. Any cost associated with the Values in Action Workshop shall be the responsibility of the student.
6. **Violations not related to a specific course:** The penalties 2 -5 above will apply, excluding the *Reduced or failing grade in the course* option.

VIII. Hearing, Appeal, and Review Procedures

A. The Hearing

1. No hearings or special panels will take place when classes are not in session (i.e., August, spring break, winter break, during final exams).

2. All hearings will be closed unless the accused requests an open hearing at least 48 hours prior to the time of the hearing. If the number of spectators or disorderly behavior disrupts the hearing in any manner, the Honor Council president may order any or all spectators to leave the hearing room. The president may prohibit the use of cameras or unauthorized audio or video recording equipment.
3. The members of the hearing board will be selected by the Honor Council vice president. The hearing board will consist of seven members: three students, three faculty members and the vice president. Members of the hearing board may be selected from the Honor Council.
4. At least three class days prior to the hearing, the accused must inform the Honor Council office of the names of all witnesses to be called at the hearing by the accused and must provide a summary of the points to which each is expected to testify.
5. The accused will be entitled to all rights guaranteed in [Section VI, Rights of Accused Students](#).
6. The Honor Council president or the chair of the special panel will preside at the hearing and will rule on the admissibility of all evidence introduced during the hearing and on all other matters raised at the hearing. Formal rules of evidence will not apply.
7. A hearing will generally be held in the following order:
 - a. The president will introduce those present.
 - b. The president will make a statement emphasizing the confidentiality of the proceedings.
 - c. The president will answer any questions concerning hearing procedures.
 - d. The president will read the charges against the accused.
 - e. The accused will enter a plea of "not responsible" or "responsible."
 - f. The president will direct the investigators to provide all evidence gathered regarding the alleged violation. This may include the impartial questioning of witnesses (including the accused, unless the accused elects not to testify) for clarification and the presentation of evidence requested by the accused. The investigators, the members of the hearing board, the accused and his or her designated representative will have the opportunity to question each witness.
 - g. The accused or his or her designated representative may present concluding remarks.
 - h. All persons will leave the hearing room except the hearing board members, who will select a chair and commence their deliberations.
 - i. The hearing board will first consider whether the accused is responsible or not responsible. The hearing board may recall any witness who testified during the hearing. The accused shall have the right to be present during any additional testimony and, with the permission of the president, may question these witnesses.
 - j. The hearing board will reach one of the following decisions as to whether the accused is responsible:

- a. If at least five of the seven hearing board members determine that it has been established by "clear and convincing evidence" that the accused student committed an alleged Honor Code violation, the student shall be found "responsible" on that charge.
- b. If no more than four of the seven hearing board members make that determination, the student shall be found "not responsible."
- c. Additionally, if, after a reasonable period of deliberation (as determined by the president of the Honor Council), a finding of responsibility has not been reached, the hearing board shall be deemed to have found the student "not responsible."
- k. If the hearing board finds a violation, it should then reach a determination to assess any of the penalties enumerated in [Section VII, Penalties](#), by a vote of four of the seven hearing board members. Notwithstanding the foregoing, if the student has previously committed an Honor Code violation, the minimum penalties set forth in Section VII.A.5.c. will apply.
- l. The decision will be announced in the presence of the accused or his or her designated representative if either is then present.
- m. The president will inform a convicted student of the appeal procedure and will answer any questions.
- n. If an accused refuses to appear or fails to appear at a hearing after being properly notified, the hearing will proceed without him or her.
- o. The accused may request one postponement of the hearing by contacting the Honor Council president at least 24 hours prior to the scheduled hearing. Adequate cause for postponement must be demonstrated.
- p. If the accused wants to have his or her case heard when witnesses are not available, the right to question witnesses may be waived in writing and the written statements of all witnesses will then be accepted as evidence and testimony by the hearing board or special panel. The accused student may, however, challenge the testimony given in these statements by presenting witnesses (including the accused) who will testify on behalf of the accused.
- q. The accused or the reporter may request by letter to the Honor Council coordinator that the hearing of a case arising during one of the summer sessions be postponed until the fall semester. Adequate cause must be demonstrated for the postponement to be approved.

B. Special Panel Provisions

- 1. The hearing body will be a special panel consisting of one faculty member and two students appointed by the Honor Council coordinator or Honor Council vice president for any student charged with an Honor Code violation
 - a. during the last two weeks of fall or spring semester classes, or
 - b. between the end of spring semester classes and the first day of classes of the next fall semester

2. The special panel will select a chair from among its members. The chair will have full voting rights and will, in addition, have the same powers and responsibilities at a special panel hearing as the Honor Council president has at a hearing board hearing.
3. Each special panel hearing shall be held as soon as reasonably possible after the investigation is completed. The coordinator may grant a request for a postponement of the hearing only if the coordinator finds that special circumstances exist that would make it inequitable to proceed with an immediate hearing.
4. The special panel will reach one of the following decisions as to whether the accused is responsible:
 - a. "responsible," based upon the standard of proof of "clear and convincing evidence," which requires the concurrence of at least two of the three members of the special panel; or
 - b. "not responsible," based upon the standard of "clear and convincing evidence," which requires the concurrence of at least two of the three members of the special panel.
5. If there is a decision of "responsible," any of the penalties enumerated in [Section VII, Penalties](#) may be assessed, although the penalty of suspension or expulsion requires the concurrence of all three members of the special panel, whereas assessment of the other penalties requires the concurrence of at least two of the three members of the special panel.
 - a. If the student has previously committed an Honor Code violation, the minimum penalties set forth in Section VII.A.5.c. will apply.

C. Appeals

1. Any student found responsible by a hearing board or special panel will have the right to appeal within five class days of receiving written notice of the decision by providing a written statement to the Honor Council coordinator describing the basis of the appeal. An appeal may be based upon the availability of new evidence, the violation of due process rights of the convicted student, or the unreasonableness of the hearing body's decision.
2. If a student does not appeal the decision within five class days of receiving written notice of the decision, the decision will be deemed to be final (unless the penalty includes suspension or expulsion, in which cases final review occurs under Section VIII).
3. The [Provost](#) will designate an academic dean, associate dean, or assistant dean to chair the appeals committee, which will be the appeal body except in the circumstances described below. The committee will consist of three members: the committee chair, and a student and faculty member appointed by the Honor Council vice president or the coordinator.
4. Appeals presented during the last two weeks of spring semester classes or during the period between the end of spring semester classes and the first day of classes of the next fall semester will be heard by a person designated by the vice president for academic affairs, who in those circumstances will be the appeal body in lieu of the appeals committee.

5. The appeal body or an investigator will notify the student in writing of the date, time, and place of the appeal hearing.
6. At the appeal hearing, the appeal body will review the record of the original hearing and may recall witnesses for clarification purposes or receive additional evidence or testimony in order to determine whether the decision of the hearing body should be changed.
7. The appeal body will then take one of the following actions:
 - a. Affirm the "responsible" finding and penalty imposed by the hearing body.
 - b. Affirm the "responsible" finding but reduce the penalty (but not below the applicable minimum penalty).
 - c. Find the student "not responsible" and dismiss the charges.
 - d. Order a new hearing.
8. If the appeal body is the appeals committee, two votes will be necessary to take any action other than to affirm the responsible finding and penalty imposed by the hearing body. A student may not be given a more severe penalty as the result of an appeal.
9. The appeal body will notify the Honor Council coordinator of its decision, and the coordinator will promptly notify the student of the decision. If the decision of the appeal body does not include a penalty of suspension or expulsion, there shall be no further appeal or review.

D. Final Review

1. In all cases in which the penalty includes suspension or expulsion, there shall be a final review by the Vice Provost (if the penalty is suspension) or by the Provost in consultation with the Vice Provost (if the penalty is expulsion). The Honor Council coordinator shall provide the reviewer with the relevant documentation and information. The reviewer need not review the entire record of the hearing or the deliberations of the appeal body before making a decision.
2. The reviewer will take one of the following actions:
 - a. Affirm the "responsible" finding and penalty.
 - b. Affirm the "responsible" finding and reduce the penalty (but not below the applicable minimum penalty).
 - c. Find the student "not responsible" and dismiss the charges.
 - d. Order a new hearing.
3. The reviewer will notify the coordinator of the final decision, and the coordinator will promptly notify the student.
4. If the final decision includes suspension or expulsion the Provost or University President will notify the Honor Council coordinator, the vice president for student affairs, the assistant vice president for finance, the director of residence life, the university registrar and the Honor Council president. This notification will include only the final decision and will not be a report of the proceeding itself.

IX. Miscellaneous Provisions

a substitute for the excused member will be appointed by an Honor Council officer or the coordinator.

X. Honor System Organization

A. Academic Affairs Division

1. The JMU Honor System and its component bodies are organizationally under the Academic Affairs Division.

B. Honor Council Coordinator

1. The Provost will recommend and the Honor Advisory Board will approve the selection of the Honor Council coordinator, who will report to the Provost or the designated Associate Vice Provost. The coordinator will have the following duties:
 - a. To handle all major correspondence and administrative matters related to the Honor System except matters assigned to the Honor Council officers and investigators.
 - b. To coordinate and supervise the selection and training of all Honor Council members including, but not limited to, the executive board and investigators.
 - c. To provide assistance to, and supervision of, investigators in the gathering and presenting of evidence related to an alleged Honor Code violation in a professional and impartial manner.
 - d. To approve the appointment of additional volunteer investigators to assist in the gathering and presenting of evidence related to an alleged Honor Code violation.
 - e. Along with the investigators, to decide whether there is sufficient evidence to charge a student with an Honor Code violation.
 - f. To gather and present evidence at hearings during the summer break or other times when investigators are unavailable.
 - g. To serve in the role and capacity of adviser to the Honor Council.
 - h. To maintain the Honor System records and prepare reports for the JMU community.
 - i. To determine the proper application of provisions of the Honor System in a manner that upholds the spirit and intent of the Honor System.
 - j. To take such other actions as may be authorized from time to time by the Honor Advisory Board or the Provost in order to fulfill the spirit and intent of the Honor System.
 - k. The Provost may appoint an acting Honor Council coordinator when the Honor Council coordinator is temporarily absent from the university.
2. **Honor Council**
3. The Honor Council will have approximately 106 members as follows:

The president and vice president, who will be selected by the Honor Advisory Board and approved by a Student Government Association-designated committee, which will include representation from the Honor Council. Eligibility for both positions includes being a currently enrolled student in good standing and having served as an Honor Council student representative at JMU for one semester.

4. Approximately four student investigatrs to be selected by the Honor Advisory Board.
 5. Approximately 50 faculty members to be nominated from each academic department/school and approved by the Honor Advisory Board, none of whom will hold an administrative position higher than department head or school director.
 6. Approximately 40 undergraduate student representatives to be selected by the Honor Council officers from applications submitted to the Honor Council.
 7. Approximately 10 graduate student representatives to be selected by the Honor Council officers from applications submitted to the Honor Council.
- C. The terms of the members of the Honor Council will be as follows:
1. The president, the vice president and the investigators will take office on the date of the May graduation following their election and will serve until the next May graduation date.
 2. The faculty members and student representatives will serve for the full academic year following their election, beginning with the start of the fall semester.
- D. The duties of the Honor Council members will be as follows:
1. **President** – The president will serve as the chief executive officer for the James Madison University Honor System and will have the following specific duties:
 - a. The president will chair all hearing board hearings with no vote. He or she will control the general order of the hearing, ensure that information on both sides is adequately presented and rule on any questions of evidence, procedure or due process. The president may consult with the Honor Council coordinator before making rulings.
 - b. The president will not participate in closed deliberations of the hearing board.
 - c. The president will be responsible for maintaining adequate communication on Honor System matters with the SGA administrative vice president, the Vice President for Academic Affairs, college deans, departmental liaisons, and the President of the University.
 2. **Vice President** – The vice president (or, if the vice president is unable to perform the applicable duty, another student to be designated by the Honor Council coordinator) will assume all presidential duties in the absence of the president and will have the following additional duties:
 - a. The vice president will serve as a regular voting member of hearing boards.

- b. The vice president will be responsible for organizing all hearing board hearings (including the taping of all hearings and the securing of all tapes).
 - c. The vice president will provide assistance to the chairs of special panels and appeal bodies in connection with the organization of those hearings.
- 3. **Investigators** – The investigators are assisted and supervised by the Honor Council coordinator. They are neither prosecutors nor representatives of accused students. They are to act impartially, in a manner that upholds the spirit and intent of the Honor System. Investigators will have the following duties:
 - a. The investigators will investigate and gather evidence related to alleged Honor Code violations.
 - b. The investigators will decide with the Honor Council coordinator whether there is sufficient evidence to charge a student with an Honor Code violation.
 - c. The investigators will provide all relevant evidence at hearings.
 - d. The investigators will assume such other duties as may be assigned by the Honor Council president or the coordinator.
- 4. **Representatives** – Student representatives will have those duties assigned from time to time by the officers, including the following:
 - a. Representatives will serve on hearing boards and committees when selected to do so and will be responsible for attending all hearings and meetings to which they are assigned.
 - b. Representatives will be responsible for communicating with students and faculty members on matters concerning the Honor System.
 - c. Representatives will be responsible for actively participating in the development and implementation of special projects, communication methods, and student and faculty orientation to increase both awareness of and support for the Honor System.

E. Training and Orientation

- 1. The Honor Council president, vice president and coordinator will be responsible for the preparation of Honor Council members to fulfill their duties and responsibilities, through one or more training and orientation meetings or other methods.

F. Removal from the Honor Council

- 1. Honor Council officers and investigators may be removed from membership on the Honor Council for violations of the Honor Code, major violations under the University Judicial System, violation of the Honor System confidentiality requirement, academic suspension, or failure to fulfill any of their assigned duties related to the Honor System. A written statement fully describing the reasons for removal and the procedures to be followed must be given to the person being considered for removal at least one week prior to the final vote of the Honor Advisory Board.
- 2. An officer or investigator may be removed by the Honor Advisory Board. The person being considered for removal may not vote or be present at the

deliberations of the board (which will be closed) but will have the opportunity to address the board before deliberations begin.

3. Representatives may be removed by the Honor Council officers and coordinator for any of the causes for removal of an officer or investigator, or for failure to fulfill the duties of a representative.
4. If the president resigns or is removed from office, the vice president will become the new president. A new vice president will then be elected by the Honor Council from the current members of the council, and a new representative will be appointed by the Honor Advisory Board. This procedure will also be followed if the vice president resigns or is removed from office.
5. If an investigator resigns or is removed from office, the Honor Advisory Board will select a person to complete his or her term.

- **Honor Advisory Board**

1. There will be an Honor Advisory Board that will be comprised of the following members: the Honor Council coordinator, president, vice president and investigators; the SGA vice president; the Provost (or his or her designee); and one faculty member from each college appointed by the dean of each college. An additional faculty member appointed by the vice president for academic affairs will act as the nonvoting chair of the board. A representative from the Office of Student Affairs, appointed by the vice president for student affairs, will serve as nonvoting secretary. The duties of the Honor Advisory Board will be as follows:
 - a. To approve nominations for membership on the Honor Council.
 - b. To appoint replacements to the Honor Council in case of vacancies.
 - c. To appoint the Honor Council investigators.
 - d. To remove Honor Council officers and investigators from the Honor Council.
 - e. To act individually and collectively in an advisory capacity to the Honor Council.
 - f. To make changes in the procedures, definitions and powers relating to the James Madison University Honor System. Any changes will not reduce the rights of an accused student to receive a fair hearing with full protection of due process.
2. A quorum at a meeting of the Honor Advisory Board will consist of a majority of its voting members. The board may take action either (i) at a meeting at which a quorum is present – upon the vote of a majority of its voting members who are present at the meeting, or (ii) without a meeting – by the written consent of a majority of its voting members.

Augustana University

Honor Code

As a community of scholars, the students and faculty of Augustana University commit to the highest standards of excellence by mutually embracing an Honor Code. As a University of the Evangelical Lutheran Church of America, we understand the individual and collective responsibility we have in fostering integrity. Ultimately, our purpose is to be an engaged body of academically excellent, highly articulate, and morally centered persons who learn about and examine the world together. We believe that only when we are honest with ourselves and each other can we begin to contribute to the world in a meaningful manner.

Augustana's Honor Code consists of inter-related elements that guide scholarship and learning; the Honor Pledge, the Honor Board, and a set of judicial procedures that guide the University's adjudication of academic integrity violations.

- [Honor Pledge](#)
- [Honor Board](#)
- [Honor Code Rights and Responsibilities](#)
- [Honor Code Procedures](#)
 - [Complaint Resolution Process](#)
 - [Honor Board, Pre-Hearing Procedures](#)
 - [Honor Board, Hearing Procedures](#)
 - [Honor Code Determinations](#)
 - [Post-Hearing Procedures and Honor Code Records](#)
 - [Appeal Process](#)

Honor Pledge

The Honor Code states the principles that guide our work together. Students will sign an honor pledge on every examination and other assignments deemed appropriate by the faculty member. The Honor Pledge is as follows;

"On my honor, I pledge that I have upheld the Honor Code, and that the work I have done on this assignment has been honest, and that the work of others in this class has, to the best of my knowledge, been honest as well."

Honor Board

The Honor Board has the responsibility for administering the Honor Code by developing the rules of procedure and educating the campus community about academic integrity.

Composition of the Honor Board:

1. The eleven-member Honor Board is composed of six students, four faculty members, and the Associate Vice President for Academic Affairs who serves as the Chair of the Board. All have voting privileges except for the Chair of the Board.
2. Student members, two each from the sophomore, junior and senior classes, serve one-year renewable terms. Students apply for Honor Board membership in the spring semester. The current Honor Board will select student members following a review of applications and conducting interviews.
3. Faculty members are tenured and will represent each of the three academic divisions. Faculty members are appointed by the Faculty Governance Committee for overlapping, two-year terms.
4. Honor Board members are expected to exhibit sensitivity, confidentiality, integrity and professionalism in their activities.

Responsibilities of the Honor Board:

1. The Honor Board is responsible for developing and following its rules of procedures and for educating the community about the Honor Code.
2. To fulfill its educational role, the Honor Board:
 - Informs freshmen and transfer students of the importance of the Honor Code during their first classes and/or orientation at Augustana.
 - Recommends and encourages specific general education classes as appropriate venues to foster academic integrity and to provide examples of work that violate the Honor Code.
 - Communicates to faculty members the importance of expressing their expectations of academic integrity in coursework.
 - Offers programming to increase awareness across the campus community.
 - Provides guidance to faculty members regarding syllabus language and appropriate consequences for academic integrity violations.
 - Serves as a resource for students and faculty members regarding the working of the Honor Code.

Honor Code Rights and Responsibilities

We aim in all our work to foster integrity as an abiding characteristic of the Augustana community. To that end, the Honor Code is rooted in a shared covenant between faculty and students. The responsibilities of every faculty member and student as vital participants in the Honor Code are defined as follows:

Faculty Rights and Responsibilities:

1. Faculty autonomy is to be safeguarded, as the work of the classroom is primarily the responsibility of faculty members.
2. Faculty members will choose whether or not to proctor examinations.
3. All faculty members will include statements that affirm the Honor Code in their syllabi. These statements will include descriptions of likely penalties. Uniform language will be provided for faculty members to use.

4. The faculty members will include the Honor Pledge on every examination and on other assignments as deemed appropriate by the faculty member.
5. The faculty member will contact in a timely manner any student who does not sign the Honor Pledge or who brings forward a concern.
6. The faculty member who brings forward evidence of instances of academic dishonesty will be responsible to testify if the case is forwarded to the Honor Board.

Student Rights and Responsibilities:

1. Students shall have a right to due process. This shall include the right:
 - o to be informed of the nature of the violation
 - o to a fair hearing of the evidence leading to a decision in the case, either by the professor involved or (at the discretion of the professor involved) by the Honor Board
 - o to be accompanied to any hearing before the Honor Board by an advisor from the Augustana campus community
 - o to request an appeal
2. Students will be expected to sign the Honor Pledge after each examination and on other assignments deemed appropriate by the faculty member.
3. Students who do not sign the pledge will be obligated to speak with the faculty member in regard to the reason. Students who do not sign the Honor Pledge because they have observed dishonest behavior by other students will need to provide written testimony in the event that the case goes to a hearing before the Honor Board, but will not be obligated to testify in person and will also remain anonymous.
4. Students found to be in violation of the Honor Code shall not be permitted to withdraw from the class in which the violation occurred.

Honor Code Procedures

Filing an academic integrity policy complaint:

1. Any member of the Augustana University community may file an academic integrity policy complaint against a student. The complaint is brought forward to the appropriate faculty member or to a different faculty member or administrator.
2. The faculty member or administrator who receives the complaint will forward the complaint to the appropriate faculty member.
3. When a faculty member has evidence of academic dishonesty committed by an Augustana student, the student will be informed of the details of the charge and will be shown supporting evidence.

Complaint Resolution Process, two ways of resolving an academic integrity complaint:

1. The faculty member has authority to handle the matter independently.

- A student found guilty of a violation of the Honor Code by a faculty member will experience a penalty that may result in a failure or a grade of zero for the assignment or exam in question, or a failure of the course in question.
 - The faculty member will forward a letter detailing the facts of the case and the imposed sanction to the Associate Vice President for Academic Affairs.
 - The Associate Vice President for Academic Affairs will send the student a disciplinary warning letter.
 - A student on record for a previous violation of the Honor Code may experience a greater penalty including disciplinary probation, suspension or expulsion, and the case may be forwarded by the Associate Vice President for Academic Affairs to the Honor Board.
2. The faculty member may forward the matter to the Honor Board.
 - When a faculty member wishes to forward a case involving academic dishonesty to the Honor Board, the faculty member contacts the Associate Vice President for Academic Affairs who informs the Honor Board that a hearing will be required.
 - The Honor Board shall inform the accused student of the reasons for the hearing with sufficient information and sufficient time to ensure opportunity to prepare for the hearing.
 - The Honor Board will set a date and time for the hearing that will entitle the accused student to an expeditious hearing of the case. The hearing may take place no sooner than ten days after the date of notification unless all parties agree that an earlier hearing shall be scheduled.
 - The Associate Vice President for Academic Affairs (or designate) will inform the accused student of the process and the student's rights pertaining to the hearing.

Honor Board, Pre-Hearing Procedures:

1. At least one week prior to the scheduled hearing, the Associate Vice President for Academic Affairs will inform the student of rights pertaining to the hearing, including the right to call witnesses and the right to obtain an advisor from the Augustana community. This advisor may be a member of the Augustana faculty, administration, staff, or student body.
2. The student will be informed about the general procedure of the hearing.
3. Relevant documentation will be provided to the Honor Board and to the accused student. The accused student's name and address will not appear on evidentiary documents.
4. The accused has a right to be accompanied by an advisor who must be a member of the Augustana faculty, administration, staff, or student body. The advisor's participation shall be limited to consulting with the student. Advisors may not conduct or direct cross-examination, make opening or closing statements, or engage in argument.
5. The accused will be provided a list of the names of the Honor Board members. The accused student may challenge the seating of up to two Honor Board members by submitting a statement of cause to the Associate Vice President for Academic Affairs.

6. The Honor Board receives confidential documentation from the Associate Vice President for Academic Affairs detailing the charge and relevant evidence.
7. The evidence is reviewed by Honor Board members prior to the hearing, and the review serves as the basis for questioning during the hearing.
8. The accused student must submit the names of requested witnesses and their relevance to the hearing.
9. The Honor Board determines who will be summoned to testify and informs potential witnesses of the hearing. (Note: Character witnesses are usually not permitted to testify during the hearing; however, they may submit letters on behalf of the accused student.)

Honor Board, Hearing Procedures:

1. A quorum consisting of six voting members (including all four faculty members) is needed for a hearing, and two-thirds of Honor Board members present must agree on a decision.
2. In the unusual circumstance that six current members are unavailable, students or faculty who served on the Honor Board in the recent past may be called upon by the Associate Vice President for Academic Affairs to constitute a quorum. (Note: Because students or faculty with Honor Board experience may not be available in the early years of this Honor Code, the Associate Vice President for Academic Affairs is authorized to appoint alternate members to the Board.)
3. Hearings are conducted in private in order to protect the confidential nature of the proceedings. Hearings shall be limited to members of the Honor Board, those summoned to appear, and the Associate Vice President for Academic Affairs as convener of the hearing, and any others designated by the Honor Board.
4. The Associate Vice President for Academic Affairs is an ex officio member of the Board and presides over the hearing.
5. The accused shall be entitled to appear in person to present a defense and may call witnesses. (Refer to pre-hearing procedures to identify witnesses.)
6. The accused shall be entitled to refuse to answer questions or may elect not to appear before the Honor Board. Should the student elect not to appear, the hearing shall be held in the student's absence. No student may be found to have violated the Honor Code solely because he or she failed to appear at a hearing. In all cases, the evidence in support of the charges shall be presented and considered.
7. The accused shall be entitled to ask questions of the Honor Board and witnesses.
8. If at any time during the conduct of a hearing, invited attendees are disruptive of the proceedings, the chairperson may exclude such persons from the hearing. The chairperson may also direct that the hearing be recessed and that the remainder be conducted in closed session.
9. All testimony presented during an Honor Board hearing, and relevant to the case, will be documented and may be audio-recorded.
10. Although there is considerable flexibility in hearing procedures, the following description identifies a general sequence common to most hearings:
 - o The convener of the Honor Board reviews the charge and related evidence, to ensure that all participants are clear on the procedure.

- The Honor Board will hear testimony from witnesses. Typically, the person who is bringing the charge is heard first.
- Other witnesses, including those testifying on behalf of the accused student, are asked to testify.
- The accused student is asked to testify.
- Witnesses may be recalled at the discretion of the Honor Board.

Honor Code Determinations:

1. If the alleged violation is heard by the Honor Board, the evidence is considered after all witnesses have appeared, and a two-thirds majority of board members present must agree on a decision.
2. Each case is considered individually. At a minimum, a student found to have violated the Honor Code will be placed on disciplinary warning.
 - A disciplinary warning is a written notice that the student has violated the Honor Code.
 - If a disciplinary warning is issued, further violations will likely lead to disciplinary probation, suspension, or expulsion.
3. Other consequences include, but are not limited to:
 - Failure of the assignment or examination.
 - Failure of the course.
 - Disciplinary probation; a written reprimand for violation of the Honor Code. The probation specifies the period and conditions of the consequence. The written conditions shall also give the student notice of any consequences related to further violation of the Honor Code during the probationary period. If disciplinary probation is issued, further violations will likely lead to a suspension, or expulsion.
 - Recommendation to the Associate Vice President for Academic Affairs to suspend from the University. A suspension is a separation of the student from Augustana for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - Recommendation to the Associate Vice President for Academic Affairs to expel from the University. An expulsion is a permanent separation of the student from Augustana University.

Note: Any student who receives disciplinary action becomes ineligible to run for or continue in any elected office or appointed position for at least one year with any of the following organizations including but not limited to: ASA Student Senate, Union Board of Governors, *Mirror* and New Student Orientation.

Post-Hearing Procedures and Honor Code Records:

1. The Associate Vice President for Academic Affairs notifies the student and relevant parties by mail within five business days of the Honor Board's determination. If the complaint is resolved by a faculty member, that notification is also sent within five days.

2. A file of all documents, evidence, charges, and correspondence shall be retained for the record. The record shall be the property of Augustana University.
3. The record shall be available to the faculty member or the Honor Board to reach a decision. The record will be forwarded to the Academic Affairs Office.
4. Honor Code records, whether compiled by the faculty member, Honor Board, or an academic dean shall be maintained by the University (in the Office of Academic Affairs) for a period of seven calendar years beyond a student's last date of enrollment.
5. Students who are expelled from the University for violation of the Honor Code will have such fact noted on their transcript.

Appeal Process:

1. Honor Code decisions determined by either a faculty member or the Honor Board are subject to appeal within ten class days or within two calendar weeks if classes are not in session following the notification. Upon petition, this time line may be extended beyond ten days. Appeals shall be in writing and delivered to the Academic Dean's Office.
2. A request for appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision shall not be accorded as a basis for consideration of an appeal. The only basis for considering an appeal is the presentation of facts that indicate any of the following:
 - An error in procedural due process that denies the student a fundamentally fair hearing as a result of the error.
 - Harshness of sanction to show an abuse of discretion by the original judicial body.
3. A request for appeal based upon new evidence shall not be granted. A new hearing shall be granted if new evidence is presented that would have substantially affected the original decision.
4. No review by appeal may result in a more severe sanction than that imposed by the original judicial hearing.
5. The original sanction shall not be invoked until the appeal process is finalized and the case closed.
6. The appeal decision is final and shall be decided and implemented immediately by the Academic Dean.

North Dakota State University

Honor System

The Honor System is a process of student self-governing. It operates on the premise that most students are honest and perform best in situations where their honesty, and the honesty of others, is not in doubt. Its primary function is to support the principles of integrity and honor, which are the cornerstones of academic success. The Honor System acts to limit academic dishonesty through the use of student self-supervision and to penalize those who are dishonest through the use of peer evaluation and penalty. Under the Honor System, the chief responsibility for proctoring examinations, quizzes, and assignments lies with the individuals enrolled in the course. Under the Honor System, students themselves complete academic activities as assigned and counsel or report those who do not.

The Honor Commission is the student body that educates students, staff, and faculty about the Honor System and evaluates cases of academic misconduct. It consists of nine undergraduate students and one graduate student who call witnesses, hear evidence, and recommend penalties in cases of academic dishonesty. Three freshmen members are selected annually by the standing Commission to serve a three-year term beginning their second year. The graduate student member is selected annually by the Commission. One faculty member is elected by the standing Honor Commission to serve a three-year term. Names of the members of the Honor Commission are available from the Associate Dean for Academic Programs' office in 315 Morrill Hall.

History

The Honor System was proposed by the NDSU student government in 1955. After study and acceptance by a committee of students and faculty, students voted to establish the Honor System for a trial period of one year. At the end of that period, the students voted to continue the Honor System. In elections held every four years since that time, students have voted in favor of the Honor System. A two-thirds majority of the votes cast is needed to continue the system.

Instructor Responsibility

Each instructor is requested to include a description of the Honor System on their syllabi and to explain it to the students taking their course. The honor pledge is "On my honor I have neither given nor received aid in completing this assignment." This statement should be included on all examinations, quizzes, papers, problem sets, and any other materials designated as individual efforts that are required for completion of the class. Instructors are asked to reject any individual assignments that do not include a signed pledge. If academic dishonesty is suspected by the instructor or brought to attention of the instructor by a student, the instructor should address the issue with the Honor Commission. Assigning the task of evaluation and penalty to the peers of the accused maintains the principles of integrity held by the college, conveys that academic dishonesty is not the accepted

standard within their peer group, and reduces the instructor's time obligation. If academic misconduct is found, the instructor may accept or modify the penalty recommended by the Honor Commission.

Student Responsibility

Each student must read and sign honor pledge as designated on assignments or exams. It is the student's responsibility to take actions that will contribute to the elimination of academic dishonesty. If a student witnesses academic misconduct, he or she may attempt to correct the situation by announcing that academic dishonesty is occurring, by speaking to the individual, or by reporting the incident. As a rule, the identity of the student who witnesses the academic misconduct is held in confidence. As a self-governing entity, students are encouraged to suggest modifications to improve the Honor System. These suggestions can be offered through the Associate Dean for Academic Programs' office or to any member of the Honor Commission.

Reporting Violations

A student may report a violation of the Honor Code in person or in writing to the instructor, the Honor Commission, or the Associate Dean for Academic Programs. If possible, violations should be reported within one week of witnessing academic dishonesty. Instructors are strongly encouraged to use the Honor Commission to demonstrate that academic dishonesty is not tolerated by members of the faculty or by the students of the College. Names of the members of the Honor Commission are available from the Associate Dean for Academic Programs' office located at 315 Morrill Hall, phone 231-8790.

Hearing and Confidentiality

When a case of potential academic dishonesty is reported, the Honor Commission will meet to review the pertinent evidence as soon as is reasonably possible (usually within two weeks of the date the misconduct is reported). The Commission has the power to call witnesses and to take testimony. If, from the evidence presented, the Commission determines that a violation has taken place, it will recommend disciplinary action. Disciplinary action may include, but is not limited to, failure or grade reduction in the course; failure or grade reduction on the examination, quiz, paper or project in question; or faculty recommendation for suspension or expulsion. A report of the Commission's findings and recommendation is given to both the instructor and the accused student.

Actions of the Honor Commission are confidential. No cases are discussed outside of the Commission meetings. The identities of witnesses and other individuals connected with a case are not revealed, even to other individuals involved in that particular case. Anonymous summaries of all cases are reported to the Associate Dean for Academic Programs annually.

Appeals Process

An appeal of the Honor Commission's decision and/or recommendation can be made to the Student Progress Committee by the accused or the instructor involved. Appeals are to be made through the Associate Dean for Academic Programs' office within two weeks of the Honor Commission's recommendation. The appeals process shall be as outlined in North Dakota State University Rights and Responsibilities of Community: A Code of Student Behavior, Part B, Related University Policy Statements, XI, - Academic Dishonesty - Code of Academic Responsibility and Conduct.

A copy of the operating procedures for the Honor Commission is on file in the Associate Dean for Academic Program's Office, 315 Morrill Hall, North Dakota State University, Fargo, ND 58108-6050.