

# Emory & Henry Honor Code

(Adopted March 16, 1999)

## I. The Emory & Henry Honor Code

As members of the Emory & Henry College Community, we recognize Honor to include, among other things, the following:

- A commitment to tell the truth
- A commitment to maintain the sanctity of other's property, including computer data/access
- A commitment to abstain from all forms of cheating and plagiarism
- A commitment to uphold the integrity and confidentiality of College documents, including computer records
- A commitment to deal responsibly with observed infractions of this code
- A commitment to honesty and integrity in all academic settings

## II. The Pledge

The Honor Pledge is a statement made by each student, affirming that student's responsibility to uphold the Honor Code. Upon matriculation, each student commits to abide by the honor system. Further, each student recognizes their duty to uphold the Honor Code in academic matters by signing each examination, quiz, paper, or other written assignment with the written pledge:

*I understand that Emory & Henry is a community built on trust. Therefore, as a member of this community, I am committed to tell the truth and to maintain the sanctity of other people's property, including computer data/access. I will abstain from all fraud and dishonesty in academic work. I will neither give nor receive aid on any form of test or assigned work where such aid is prohibited, nor tolerate this conduct in any member of the Emory & Henry Community. I will deal responsibly with such acts when I observe them. By my conduct and influence, I will endeavor to build a high standard of honesty and truthfulness in all academic work.*

(Signed)

The abbreviation "Pledged," followed by the student's signature will have the same meaning and is acceptable on most assignments, at the discretion of the class instructor.

## III. Honor System Procedures (Amended March 24, 2003)

A professor always retains the prerogative to assign a grade, subject to possible appeal to the Academic Standings Committee.

### Violations

If a student observes another student violating the Honor Code, the observer should:

1. Confront the student who violated the Honor Code and request that the student turn themselves in to the professor. In cases of voluntary confession, the defendant may receive a more lenient sentence.
2. If the defendant does not turn themselves in, the observer should inform the professor of the Honor Code violation. In such cases, the defendant may receive a stricter penalty. If a professor observes a violation of the Honor Code, they shall confront the student. A student who admits to the offense may receive a more lenient sanction. After a professor learns of or observes a violation, they must inform the Dean of Faculty in writing. If the violation is a first offense and the student admits responsibility, the professor can choose:
  - a. To deal with the problem individually, subject to appeal to Academic Standards; or
  - b. To refer the case to the Dean of Students Office for investigation.

If the violation is not a first offense or the case is in dispute, then the case will be referred to the Dean of Students Office and investigated. In the event the student is judged to be responsible, the Dean of Faculty's Office will keep a record of the infraction on file.

### Investigation

The Dean of Students and/or an appointed representative will serve as chief investigator. The chief investigator will investigate the allegations and may utilize the help of the student investigators, appointed by the Student Government President. Investigative

procedures are the same as those outlined in the Student Conduct Code. At this point, the accused student may select an advocate or have an advocate appointed from the E&H campus community. If the evidence indicates that a hearing is necessary, the case will be referred to the Hearing Officer of the Honor Council, who will arrange the hearing date, time, and location.

### **Hearing**

Generally, no hearing will take place during the exam period. In certain cases, however, the Hearing Officer can make an exception.

### **Part I—Presentation of Case**

At the hearing, the accused student will have the right to hear all testimony. Witnesses may be questioned only by members of the Honor Council. The hearing will proceed in the following order:

1. Case against the accused—The chief investigator will present the results of the investigation, including evidence from witnesses.
2. Defendant's case—The accused student will present their evidence and witnesses
3. Final Statement—After all witnesses have spoken and been questioned, the accused student may make a final statement.

### **Part II—Deliberation / Verdict**

At this point, the accused student and advocate will leave the room. In a confidential session, the Honor Council will make the decision through a majority vote based upon the standard of preponderance of evidence. Preponderance of evidence means that it is more likely that it did happen than it is likely that it did not happen. Upon reaching a decision of responsible or not responsible, the Honor Council will call the involved parties back into the room and announce their decision.

### **Part III—Sanctioning**

If the student is found responsible, sanctioning will occur. Prior to determining sanctions, the Honor Council will:

1. Learn from the Hearing Officer of any prior academic or social violations committed by the accused student;
2. Hear a final statement from the accused student, if the student so chooses;
3. Hear a final statement from the Hearing Officer, if the Hearing Officer so chooses.

### **Penalties**

The minimum penalty for a violation of the Academic Honor Code will be one semester of academic probation; the maximum penalty will be permanent expulsion from Emory & Henry College. Generally, no hearing will take place during the exam period. In certain cases, however, the Hearing Officer can make an exception.

### **Appeals**

The appeal must be in writing and submitted within three academic days of the hearing. Appeals can be made based upon: 1) violation of hearing procedures; 2) violation of the Accused Student's rights; 3) excessive penalty; and/or 4) introduction of significant new evidence that was not available at the original hearing. Mere dissatisfaction with the finding or sanctions is not sufficient grounds for appeal.

Within four academic days of receiving the appeal, the Appeals Board must notify the accused student of one of the following decisions:

- A. The Board has found no grounds upon which the appeal can be granted and it is denied.
- B. The Board has found grounds to grant an appeal. In which case the Board may:
  1. Rule on the appeal immediately, without hearing additional testimony or evidence.
  2. Call for the accused student and the Hearing Officer to attend a hearing for clarification purposes and/or new evidence, and then enter a ruling.

If the Board rules on an appeal it may:

- A. Overturn the finding of the hearing body;
- B. Uphold the finding of the hearing body, in which case it may:
  1. Keep the assigned sanction(s); or

2. Reduce the assigned sanction(s).
- C. The Appeals Board may not increase sanctions

### **Second Appeal**

The student may appeal the decision of the Appeals Board to the Council on Student Standards, using the same guidelines as listed for the first appeal. It must be in writing and submitted within three academic days of the hearing. The finding of the Council on Student Standards shall be the final formal appeal within the student conduct system. All student conduct proceedings are subject to review by the President of the College or his designee.