



Dear Virginia Wesleyan University Community,

The Virginia Wesleyan honor code is central to our academic endeavor and is a critical part of who we are as a campus community. We stand behind our own work and each individual's learning is evaluated on its own merits. We as a community stand for truth and personal integrity, where each student is expected to live honorably and act in ways that reflect that honor.

The policies described in the following pages represent our attempt as a community to codify that honorable behavior and clarify our expectations for all members of our community. I would encourage you to familiarize yourselves with these policies and procedures, and the rights and responsibilities of all members of the campus community.

Sincerely,

A handwritten signature in blue ink that reads "Susan Larkin". The signature is fluid and cursive, with the first and last names being the most prominent.

Susan Larkin, Ph.D.
Provost and Vice President for Academic Affairs

Every VWU student has the following responsibilities:

- To request that a course instructor review a concern he/she has regarding an act that student has observed.
- To request that a course instructor investigate a questionable action by another student.
- To request that the Provost investigate a questionable action by another student.
- To address another student observed violating the Honor Code.
- To appear before the Honor hearing panel if requested to do so.

A student accused of violating the Honor Code has the following rights and is responsible for exercising those rights:

- To be presumed innocent until proven guilty.
- To have a written statement of the charges.
- To have written notice of the date, time, and place of his/her hearing.
- To refer matters involving a violation of the Honor Code immediately to the Honor Council if the student feels that the situation cannot be resolved between the faculty member and the student.¹
- To request in writing a continuance be granted for good cause.
- To have an advocate² from the university community.
- To have a neutral body—an Honor hearing panel—hear and consider the evidence.
- To obtain witnesses in his/her behalf.
- To question witnesses.
- To testify in defense of the accusation/s.
- To have an explanation in writing of the reasons for the decision reached.
- To be free from any penalty if exonerated.

For online students unable to attend a hearing or meeting on campus, video conferencing or other

- The charging party must submit a written statement of the charge identifying specifically how the Honor Code has been violated.
- If it is determined that the case shall be heard, the meeting of an Honor hearing panel will take place as soon as possible and in no case later than fourteen days at the discretion of the Coordinator.
- All individuals involved will be notified in writing about the time and place of the Honor hearing panel meeting. This notice will also instruct these individuals that the meeting may be held in their absence.
- The Coordinator of the Honor system will preside and three faculty members and three student members must be present.
- The proceedings shall be conducted so as to achieve fundamental fairness in a prompt resolution and is not considered a legal proceeding.
- At the Honor hearing panel only those persons (other than the charged student's university community advocate and the hearing panel itself) directly involved in the incident may be present. A written record will be kept of all meetings.

The Coordinator conducts the hearing as follows:

- The Coordinator asks parties to enter, seats them, and then explains details of the charge and the evidence presented so far.
- Previous offenses cannot be discussed until the Hearing panel has determined that a violation has occurred in order to reduce the potential of a prejudicial ruling.
- The Coordinator asks charging party to respond and to say what she/he wishes to say.
- The Coordinator asks accused party to respond and to say what she/he wishes to say. The accused party may make statements and/or ask questions.
- The Coordinator invites the Honor hearing panel to ask questions. The Coordinator makes sure questions are non-argumentative and relevant.
- The Coordinator and members of the Honor hearing panel cannot inquire (a)4 (ke)4 (.d m)-2 B-0 sksaeaMo sa

- Lack of understanding with respect to the nature of the offense.

In the event that the Honor hearing panel chooses not to impose suspension for a Level 2 offense, it may impose an appropriate alternative penalty or penalties, which may include, but are not limited to, the following:

- Completing a workshop on the topic related to the violation;
- Writing a paper on a topic related to the violation, citing sources;
- Completing community service hours related to the violation; and/or
- Writing and presenting a speech on the Honor Code to various audiences.
- Failure of the assignment
- Failure of the course

A first Honor offense may constitute a Level 2 violation if, in the judgment of the Honor hearing panel, there were aggravating circumstances, which may include, but are not limited to, the following:

- The student knowingly engaged in a pattern of deception with regard to more than one assignment in the same class;
- The student knowingly conspired with other students to compromise the integrity of an assignment or test; and/or
- The student knowingly engaged in an act of dishonesty affecting more than one course or the campus generally.

: The commission of a third offense constitutes a Level 3 violation for which the mandatory sentence is separation from the University and loss of credit in all courses in which the student is enrolled at the time of the violation. A second Honor offense—or, in rare instances, a first Honor offense—may constitute a Level 3 violation if, in the judgment of the Honor hearing panel there were aggravating circumstances, which may include, but are not limited to, the following:

- The student knowingly engaged in a pattern of deception with regard to more than one assignment in the same class;
- The student knowingly conspired with other students to compromise the integrity of an assignment or test; and/or
- The student knowingly engaged in an act of dishonesty affecting more than one course or the campus generally.

The person requesting a new hearing or an appeal shall file a written notice with the Provost within seven days following the original hearing (weekend and holidays excluded). In the case of new evidence, however, this time period may be extended by the Coordinator.

Requests shall be dated and contain a statement of the grounds for the new hearing or appeal and the signature of the person making the request. Requests shall specify whether an appeal or a new hearing is requested.

Grounds for a new hearing include the discovery of new facts that even in the exercise of due diligence were unavailable at the time of the original Honor hearing panel and which could alter the outcome.

Requests for a new hearing must include the following:

- A statement of new evidence;
- The names of those individuals who will present this evidence;
- Reasons for omission of evidence from original hearing; and
- Reasons that this evidence could contribute to a decision other than that which was originally made.

Duties of the New Hearing and Appeals Committee in response to Request for New Hearing. This committee will review the request and determine if the request has merit. If the committee finds the request has merit, it has the power to call for a new hearing. If a new hearing is indicated then the full Honor hearing procedure will be repeated, this time to include the new evidence.

There are two grounds for appeal: excessive sanctions or material violation(s) of the hearing procedure.

. If the appeal is based on excessive sanction, specific information must be cited indicating why the sanction is unreasonable in light of the charges.

Duties of the New Hearing and Appeals Committee in response to a request for an appeal based on excessive sanction.

This committee will review the request for appeal and determine if the request has merit. If the New Hearing and Appeals Committee decides to consider the appeal, it has the power to:

Dr. Eric Mazur

: The Honor Council Coordinator shall be a faculty member appointed for a three-year term by the Provost in consultation with the school deans and the student body president. The Coordinator shall convene and preside over all hearing panels. The Coordinator shall decide the outcome of all hearing determinations which result in a tie. The Coordinator represents the Honor system to all campus constituencies.

: Any full-time member of the faculty may be called to serve on the Honor hearing panel.

: The student members of the Honor Council shall consist of a pool of nine members, to be appointed by directors of Campus Life and Operational Management and the President of the University. Three of the nine members will be called upon depending on availability per case. Each member will serve a one-year term. The Provost may appoint interim student members when necessary, if regular members and alternates are unavailable to serve.

In addition to conducting hearings, the Honor Council is responsible for educating faculty, staff, and students on a yearly basis on matters regarding the Honor Code.

The Graduate Honor Council will consist of the Honor Coordinator, the relevant School Dean, the Global Campus Dean, the department or program Chair, and three faculty members.

The New Hearing and Appeals Committee will consist of the Provost, one faculty member to be elected in the spring semester, and the Student Government Association president. Members of the New Hearing and Appeals Committee shall not sit on Honor hearing panels.

Dr. Susan Larkin, Provost

Dr. Sara Sewell

SGA President

Dr. Susan Larkin,
Provost and Vice President for Academic Affairs

or

Dr. Keith Moore,
Senior Vice President

or

Dr. Eric Mazur
Honor Coordinator