

Georgetown College
Honor Violation Notice

(Faculty: deliver one copy directly to the student and keep a second copy for your records. Forward the Honor System Incident Report to the Office of the Provost after your meeting with the student or after the student has been given 48 hours to respond to this notice)

Student: _____ ID#: _____

This document is your notification that your professor, _____, intends to file a report indicating you have committed the following violation of the Georgetown College Honor System:

- Cheating Stealing
- Plagiarism Lying
- Double Assignments

Class in which the incident occurred: _____

Date of this notice: _____

Students: Carefully review the items below and take the necessary steps to resolve this incident. You will not be allowed to drop this class without the Provost's permission unless the incident has been resolved in your favor.

If you have questions or need assistance, please contact your academic advisor or Dr. Jonathan Sands-Wise in the Office of Academic Success.

- Make an appointment immediately to discuss the incident with the faculty member making the allegation. You will have an opportunity to explain your actions, and an opportunity to decide whether to accept responsibility or to dispute the allegation in front of the Honor Council.
- If you accept responsibility for the action, you will be contacted by a college official to confirm that you understand your rights to due process. Even if you accept responsibility for the action, you have the right to appeal to the Honor Council about the nature of the sanction if you believe it is inappropriate. If this is a second offense, the automatic penalty will be an F in the class, no matter what penalty is assessed by your instructor.
- If you do not make an appointment to speak with the instructor within 48 hours of receipt of this notice, it will be assumed that you intend to dispute the allegation and an Incident Report will be forwarded to the Provost's Office.
- If you dispute the allegation, **you must appear at the next regularly-scheduled meeting of the Honor Council, which is held at 11 a.m. on the first Tuesday of every month of the academic year.** The meeting is held in the Gheens Room (third floor of Giddings Hall).
- If you dispute the allegation but cannot attend at the scheduled time, you must contact the Provost at Rosemary.Allen@georgetowncollege.edu in advance of the next meeting of the Honor Council.
- Understand that failure to attend the meeting or contact the Provost will be taken as acceptance of the penalty imposed by the faculty member.
- Full details of the hearing process, appeal process, and sanctions are attached to this document.

Honor Code Infractions

Infractions of the Honor System include cheating, stealing, and lying related to academic matters. These infractions are defined as follows:

- **Cheating.** Fabricating written assignments; giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations; consulting unauthorized work with the intent of subverting the purpose of the exercise. (An assignment shall be defined as any work, required or voluntary, submitted to an instructor for review or grade.)
- **Plagiarism.** The act of presenting the information, ideas, or phrasing of another as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive.
- **Stealing.** The act of appropriating that which belongs to another with intent to the College or another individual with intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting others in such acts. (Examples include theft of library materials, computer software/equipment, or instructor's examinations, etc.)
- **Lying (in academic matters).** The intentional statement of an untruth made with deliberate intent to mislead another. Forgery is considered an act of lying and thus an honor offense. Therefore, the unauthorized signing or false representation on a college document is considered an honor offense. Note: It will be considered in an individual's favor in determining penalty, if an individual tells an untruth concerning a matter but later, on his/her own initiative tells the truth concerning the same matter before he/she is confronted with the untruth. Lying during the process of resolving an alleged honor offense is considered a breach of the Honor System.
- **Double Assignments.** The use of one assignment (e.g. paper) to fulfill the requirements of more than one course will be considered a violation of the Honor System, unless the student has received proper permission from the appropriate instructor(s).

Attachment: The Honor Council Hearing Process

The hearing panel should consist of seven Honor Council members (two Faculty and five students) and be chaired by the elected faculty Chair of the Honor Council (or his/her designee in the case of a conflict of interest). A minimum of five Honor Council members must be present to hold a hearing. The Chair of the Honor Council is a non-voting member of the Council and is responsible for ensuring that the hearing is conducted in a fair and impartial manner. The Chair will know whether the case is a second offense but will not communicate that information until the determination of responsibility has been reached.

- Appropriate witnesses (e.g. person making the accusation) must be present at the Hearing. The accused must be present during the entire proceeding.
- Witnesses will be called at the appropriate time during the hearing by the Chair of the Honor Council.
- The accused or the accuser does NOT have a right to Counsel.
- The accused has a right to call no more than two character witnesses during the hearing.
- In the case of a second or subsequent offense for which the student accepts responsibility, the hearing will focus entirely upon whether the penalty should exceed the automatic F that is mandated for second violations of the honor code. If the student accused of a second offense is disputing the accusation, the Honor Council will not be informed of the previous offense until after responsibility has been determined.
- The procedure will conclude with the accused being given the opportunity to make a “private” statement to the Honor Council (without the presence of the accuser or any witnesses).
- All hearing proceedings will be recorded.
- The Honor Council will generally render a decision at the end of the meeting, following deliberation. If additional time is required, the Council will have no more than 48 hours to make a decision with regard to responsibility or non-responsibility and the appropriate sanction to be imposed.
- The Honor Council should consult with the faculty member bringing the initial charge before imposing a sanction that is less than what the faculty member recommended.

The Chair of the Honor Council will communicate information to the accused about the finding of responsibility (with sanction) or the finding of non-responsibility. This communication will be by letter and by email to the accused, and a personal meeting with the Associate Dean for Academic Success will be arranged to help the student deal with the consequences of the Council’s finding. The Honor Council’s decision will be communicated by the Chair to additional appropriate individuals (e.g. Registrar) and the hearing documentation and resolution will be placed in the student’s file in the Provost’s Office. The individual responsible for the accusation will be informed of the Honor Council’s decision.

Appeal

The accused has a right of appeal to the Provost/Dean of the College. The notice and specific reasons for the appeal must be made in writing to the Provost/Dean of the College within five days of the student receiving written notice of the Honor Council’s decision. The appeal letter must state specifically the basis for the appeal, for example misinterpretation of a policy or new information that was not made available during the Honor Council hearing. The decision of the Provost/Dean of the College will be the final decision regarding honor violations.

Sanctions

A sanction used in the resolution of an honor offense should be based on precedent, prior record, attitude, and severity of the offense. The following are the most commonly recognized sanctions. Particular incidents may require the use of one or more of these sanctions.

- Written reprimand/Warning
- Financial Restitution
- F on specific assignment
- F in pertinent course
- Suspension for a period of time with a right to reapply for admission following the suspension period
- Expulsion (no right to reapply)

Faculty, Provost/Dean of the College, and Honor Council members have a responsibility to work together to make sanctions as fair and consistent as possible. Though due respect will be given to a faculty member's recommendation on the nature of the penalty, faculty members should also respect that it is desirable to have consistent and fair sanctions across campus.

Penalty for a second offense: A second honor offense will result in at least an automatic "F" in the course. The Honor Council may not assign a lesser sanction, but the Provost (on appeal) has the discretion to deviate from this firm expectation. The Honor Council may, if appropriate, apply a greater penalty such as suspension or expulsion.

Rights of the Accused

Students accused of a violation of the Georgetown College Honor System are assured of the following rights:

- The College may act as the accuser.
- The accused has the right to confront the accuser.
- If the accused decides to have the suspected honor violation resolved by a hearing, the following rights are implied:
 - The right to have specific charges outlined in a letter that will be delivered at least 48 hours in advance of scheduled hearing procedures
 - The right to call any material witnesses deemed necessary by the accused during the hearing procedures
 - The right to call no more than two character witnesses during the hearing procedures
 - The right to have the outcome of the hearing discussed in a face-to-face meeting with the Associate Dean for Academic Success
 - The right to an appeal with the Provost/Dean of the College