

# The Knox College Honor System

2023-2024

The Honor System has been an integral part of the life of Knox College since 1951, when the student body initiated the introduction of a system of academic integrity. All students and all faculty at Knox College have an obligation to understand the Honor System and to follow its provisions. This text is available online to all students and all faculty—provides a general description of the Honor System, which includes both the Honor Code and the Constitution of the Honor Board.

## **Honor Board Members**

Rand Al Baka (co-chair), senior member

Sarah Borchert (co-chair), senior member

Claire (Jungyun) Kang, (secretary), senior member

Lia Villanueva, senior member

Christopher Andreou, junior member

Brianna Arizmendi, junior member

Frances Hillard, junior member

Lyebah Naveed, junior member

Hannah Terry, junior member

Kiely Thompson, junior member

Reese Miller, sophomore member

Eli Quint, sophomore member

Thomas Clayton, faculty member

Barbara Tannert-Smith, faculty member

Mark Slabodnick, faculty member

## **The Knox College Honor Code**

Intellectual integrity is the underpinning for all educational, scholarly, and creative work at Knox College. The College community expects its members to demonstrate a high degree of ethical integrity in all their actions, including and especially academic work. At Knox, each individual is held responsible for ensuring that his or her academic work meets the institutional standards of honesty.

The College has a vested interest in protecting the integrity of the many operations essential to an educational and scholarly institution, including the granting of degrees, the conferring of honors and privileges, and the certification of credits to other institutions. Academic dishonesty undermines the intellectual endeavor on which education is based; any misrepresentation of scholarly work is contrary to the purpose of the academic community. Consequently, academic dishonesty in any form will not be tolerated.

### **Dishonesty in Academic Work**

Knox College defines academic dishonesty as actions giving or receiving an unfair advantage in academic work by cheating, lying, misrepresenting one's work, plagiarizing the work of others, or willfully impeding the academic progress of another student. Examples of academic dishonesty include, but are not limited to

1. Giving or receiving unauthorized help in any course. Where courses require or allow collaborative work, students must take particular care to collaborate up to, but never beyond, the limits set by the instructor. Instructors are, by the same token, expected to make clear what those limits are.
2. Plagiarism. To plagiarize is to present the work of another as if it were one's own. As such, it is possible to plagiarize without meaning to, simply by using a choice of phrase, evidence, example, argument, thesis, and so on, that one found in another's work without acknowledging the author of that work. It is possible to plagiarize material directly quoted as well as material paraphrased or summarized, even when there is substantial rewording or rearrangement. To avoid plagiarizing, the sources one must cite include but are not limited to books, articles, pamphlets, pictures, graphs, poems, plays, as well as any information found on the Internet. Particular care should be taken with ideas or language taken from online sources. These should be cited in the text in the same manner as ideas or language from print sources. Moreover, it is not sufficient to list sources in an introduction or bibliography; specific references must be in the footnotes or in the text. Finally, to explain similarities between one's "own" work and that of others on the basis that a source was read some time ago or phrases and ideas of that author have been confused with one's own does not constitute a defense against a charge of plagiarism. It is the student's responsibility to take sufficient notes to be able to give credit where credit is due. Where the specific language of another is used, it is essential that the material so used be enclosed in quotation marks and citation included. The basic rule is

simple: if in doubt, cite the source(s).

When an assignment is submitted by a group, all members of the group are responsible for ensuring that the work submitted is not plagiarized.

Common knowledge includes generally known facts such as the names of leaders of prominent nations, basic scientific laws, etc., and basic historical information (e.g., George Washington was the first President of the United States.) Common knowledge does not require citation. For further clarification of appropriate citation in a particular case, consult the instructor.

3. Using in an examination, quiz, test, etc., any source of information not explicitly authorized by the instructor. Students should assume that all examinations are closed books—with no notes or other aids allowed—unless the instructor specifically states otherwise.
4. Using or procuring any examination, quiz, test, etc., without authorization, including obtaining an examination prior to its administration.
5. Having possession of an examination, quiz, test, etc., or electronic device in an unauthorized location.
6. Voluntarily assisting another party in committing academic dishonesty.
7. Fabricating data or lab results.
8. Altering, destroying, or stealing the academic work (e.g., deleting electronic files, sabotaging an experiment, etc.) of another student.
9. Lying or making misrepresentations to a faculty member or administrator to obtain an extension, incomplete, or excused absence.
10. Deliberately denying another student access to necessary study materials by altering, destroying, or stealing these materials.
11. Submitting work done in a previous or concurrent course without prior understanding and approval of the course instructor(s).
12. Falsifying evaluation forms or other documents concerning experiential, internship, or other course components.
13. Misleading or dishonest citations or bibliographical entries.

## **Responsibilities of Students**

The primary responsibility for academic honesty rests with the individual student.

Every student is responsible for the integrity of his or her own work and should conduct his or her academic activities in such a way as to be above suspicion at all times.

A cornerstone privilege of the Honor System is unproctored examinations.

- Students are expected to leave books, notes, study aids, and any other materials or sources elsewhere during an examination and to take examinations in public places such as classrooms or open lounge areas nearby in the buildings. Washrooms, storage areas, and maintenance areas in the basement and elsewhere are not public places. Neither are carrels or other closed areas nor

anywhere upstairs in Seymour Library or Science Library. Students should not bring examinations into these non-public places.

- Students should keep examinations covered as they work on them and should remove themselves and their work from temptation and suspicion.
- Faculty may require that students not bring books, notes, electronic devices, study aids, or any other materials or sources into the building in which an examination is administered. Alternatively, they may permit students to bring these resources into the building but may require that these books, notes, electronic devices, study aids, and other materials or sources be left in a central area or the classroom throughout the duration of the examination or other academic obligations. Students should adhere to the guidelines set forth by their individual faculty members.

### **Students are also responsible for discouraging violations of the Honor System.**

While failure of a student to report a violation is not itself a violation of the Honor Code, students are strongly encouraged to take some sort of action if they know or suspect with a reasonable degree of certainty that a violation of the Honor Code has been committed.

Students may:

- Inform the suspected violator of their awareness and disapproval.
- Discuss the suspected violation with the course instructor.
- Discuss the nature of a suspected violation with an Honor Board member before deciding whether a formal report should be made.
- Formally report the suspected violation to the Honor Board.

### **Responsibilities of Faculty**

Faculty members are expected to make explicit their policies regarding such matters as studying together, the use of notes, books, electronic devices, study aids, and any other materials or sources on assignments and exams, proper citation, etc. Instructors should take special care to make clear the limits of collaboration for any course assignment or project. Faculty members are not to proctor their tests. If they choose to leave the room, they should make their whereabouts known to the students. But whether in the classroom or elsewhere in the building, they should follow their normal routines and should not monitor their students while examinations are in progress. Faculty members may, for good reason, set special conditions for the taking of a particular examination. In such cases, the faculty member must announce and explain the conditions when the examination is given and should do so only after consulting with the Associate Dean of the College and a Co-chair or faculty member of the Honor Board.

A faculty member is responsible, as described in the faculty handbook section II.B.4, to call the facts of a potential violation of the Honor Code to the attention of the Honor Board. Unless the Board has expressly approved an "informal resolution," disciplinary action is to be taken only by the Honor Board, not by the faculty member. A faculty member may discuss any doubts concerning the

integrity of a student's work with the student concerned if unanswered doubts remain.

## **Structure of the Board**

The Honor System is overseen by the Honor Board. Alleged cases of dishonesty in academic matters are referred to the Honor Board. It is the obligation of the Honor Board to investigate all reports of suspected violation of the Honor Code, to determine responsibility or non responsibility, and to specify sanctions. Sanctions may range from a warning to expulsion from the College.

The rules and procedures of the Honor Board are set out in detail in its Constitution below.

## **Honor Board Constitution**

### **Article I: Name and Definitions**

The judicial body charged with administering the Honor System of Knox College and increasing community awareness of the Honor System shall be known as the Honor Board of Knox College ("Honor Board," "the Board").

Any alleged violation of the Honor Code presented to the Honor Board shall be known as a complaint. The complaint, once received and processed by the Board, shall be known as a case.

The person or persons bringing a complaint before the Honor Board shall be known as the complainant. The person or persons against whom a complaint is brought shall be known as the respondent(s).

### **Article II: Membership**

#### **Section 1. Membership**

The membership of the Honor Board shall consist of at least nine students (three seniors, three juniors, and three sophomores, as determined by expected graduation date); three members of the faculty; and the Associate Dean of the College as the Honor Board advisor, ex officio without vote. Additional student members from any class year may be appointed as long as the total membership does not exceed fifteen. These additional members may be appointed in order to lessen the burden on the membership generally and/or to achieve a diversity of representation. The Honor Board Selection Committee (see below) is charged with developing a system for balancing Board membership so that it is as diverse as possible.

#### **Section 2. Appointments and Terms**

- A. Each spring, the Honor Board Selection Committee shall appoint at least three first-year students for the coming academic year. The Faculty Executive Committee, in consultation with the Honor Board, shall appoint one or more faculty member(s) to replace the outgoing member(s).
- B. Appointments shall last for three academic years. Each spring, the Selection Committee will also invite students from all classes to apply for Board membership in the coming academic year.
- C. Any student in the appropriate class with good academic and conduct standing may apply for a position on the Honor Board. Students with any prior Honor Board convictions may apply but must address in the application how they

regard those convictions in light of a possible appointment to the Board. The Selection Committee shall review the applications, invite each candidate to interview, and make its final selections from among the students interviewed.

- D. Whenever possible, the Selection Committee should, in addition to the three permanent student members, designate up to two alternate student members to serve in the event that a Board member of that class resigns or is temporarily or permanently excused from duty. In the event that an alternate is not appointed or the appointed alternates are unwilling or unable to serve, the Selection Committee shall convene to select replacement members as necessary.
- E. If a member of the Honor Board will be absent from campus longer than a term, they may be required to resign their seat on the Board. The Honor Board shall enforce this requirement by majority vote. The replacement may be temporary or permanent at the discretion of the Board.
- F. The Honor Board shall have the right to temporarily replace a member who is absent from the campus for one term if their absence will jeopardize the Board's ability to achieve quorum at hearings.
- G. The Honor Board shall have the right to replace members who do not perform their duties with an affirmative vote of at least 60% of voting members.
- H. In situations, such as after the end of a term, where the Board must consider a case or conduct a rehearing and a quorum cannot be assembled from the regular or alternate members, the Associate Dean of the College, in consultation with at least two members of the Honor Board, may appoint interim student and faculty members to serve for a period not exceeding one term. No more than three interim members may serve at any time.

### *Section 3. Committees*

- A. The Honor Board Selection Committee shall convene for all appointment proceedings as described in Section 2. The Committee shall consist of the Honor Board Secretary, at least four other Honor Board student members, and at least one Honor Board faculty member. Both the Academic Standing Committee and the Student Senate are encouraged to participate in the selection process, and shall be notified of the time; the Academic Standing Committee may be represented by one member, and the Student Senate may be represented by up to two members. No person may satisfy more than one membership requirement.
- B. The junior class members of the Board shall function as an Education Committee charged with the task of increasing community awareness of the Honor System's purpose, policies, and procedures.

## **Article III: Officers**

### *Section 1. Selection*

The officers of the Honor Board shall be the two Co-chairs and the Secretary. The Co-chairs and the Secretary are to be determined one term in advance of their service by the outgoing Co-chairs

## *Section 2. Responsibilities of the Co-Chairs*

- A. A Co-chair shall preside at all meetings of the Honor Board. They shall call all regular and special meetings of the Honor Board. The Co-chair who presides at a hearing shall do so without vote.
- B. A Co-chair shall receive and process all reports of alleged violations of the Honor Code.
- C. In consultation with the Associate Dean of the College, a Co-chair shall determine whether the allegations are under the jurisdiction of the Board and warrant a hearing.
- D. A Co-chair shall inform the respondent of the charges against them and will direct the respondent to the Code itself to read what their rights are under the Honor System.
- E. A Co-chair shall assemble and prepare all relevant evidence and statements for a hearing, shall contact witnesses as appropriate, and shall schedule hearings.
- F. A Co-chair shall notify the respondent in writing of the Honor Board's decision within twenty-four hours.
- G. A Co-chair shall oversee the fulfillment of all record keeping and reporting requirements as described in Article VII.

## *Section 3. Responsibilities of the Secretary*

- A. The Secretary shall assist the Co-chairs in preparing case files and evidence for hearings.
- B. The Secretary shall maintain a file of important precedent cases to assist the Board in deliberations.
- C. The Secretary shall chair the Honor Board Selection Committee.
- D. The Secretary shall assist the Co-chairs in fulfilling all record-keeping reporting requirements as described in Article VII.

## *Article IV: Authority*

### *Section 1. Jurisdiction*

The Honor Board shall have the authority to adjudicate all alleged violations of the Honor System. A violation of the Honor System is any instance of academic dishonesty as described in the Honor Code.

### *Section 2. First Offenses*

- A. In consultation with the Associate Dean of the College, the Honor Board Co-chair in receipt of a complaint shall have the authority to decide whether a first offense is to be resolved formally (full Board hearing) or informally, between faculty member and student (see below).
- B. Certain first offenses must be heard by the full Honor Board. These include allegations of:

- Cut-and-paste plagiarism (i.e., using another's work verbatim and passing it off as one's own work);
  - Submission of purchased papers;
  - Taking exams in prohibited areas;
  - Other egregious violations of the Code.
- C. Other first offenses may be handled by informal resolution, provided the following criteria are met:
- The presiding Honor Board Co-chair agrees that the case need not be heard by the full Board;
  - The student wishes to engage in informal resolution; and
  - The student takes responsibility for the offense.
- D. In cases of informal resolution, the faculty member and student will meet to discuss the situation and steps for moving forward, including the sanction, which may include the following:
- Warning.
  - Resubmit the assignment.
  - Educational projects. Such projects include, but are not limited to, writing assignments, research assignments, or other educational requirements directly related to the violation. The project(s) will be clearly defined by the faculty member.
  - "F" (zero credit) on the work.
  - "F" (zero credit) in the category to which the assignment belongs (e.g., all quizzes, all lab reports).
- A faculty member entering into an informal resolution may not assign a sanction of "failure in the course" (although it may still be possible for the student to fail the course for other reasons). The respondent and the Honor Board Co-chair must be in agreement with the faculty member's assigned sanction.
- E. The case will be referred back to a full Board hearing at the written request of the respondent to the president Co-chair. Such a request may be made at any time during the informal resolution process, including after the faculty member has implemented a sanction. The plea of responsibility stands in such instances.

### Section 3. Sanctions

The Honor Board shall have the authority to assign sanctions for violations of the Honor System. Sanctions may include any one or combination of the following:

- A. Warning.
- B. "F" (zero credit) on the work.
- C. "F" (zero credit) in the category to which the assignment belongs (e.g., all quizzes, all lab reports).
- D. Mandatory withdrawal from the course with "W" grade.
- E. "F" in the course.
- F. Educational projects. Such projects include, but are not limited to, writing



assignments, research assignments, or other educational requirements directly related to the violation. The project(s) will be clearly defined.

- G. Suspension. Separation from the college for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students. Suspension may be deferred to the next term at the discretion of the Honor Board. During the suspension period, the student is banned from college property, functions, events, and activities without prior written approval from the Dean of Students. The sanction may be enforced with a trespass action if necessary.
- H. Expulsion. Permanent separation from the college. The student is banned from college property and the student's presence at any college-sponsored activity or event is prohibited. This action may be enforced by a trespass action if necessary. If expelled, a student receives an "F" in the course involved in the case and grades of "W" in any courses in progress other than the one involved in the case.

The table below provides general sanctioning recommendations by level of violation. This table is meant to serve as a guideline only and is not intended and shall not be construed as limiting the Honor Board's discretion and right to impose any particular sanction or sanctions as it deems appropriate based upon the facts and circumstances present in a particular matter. There will be times that a violation may fall under a different level than the one listed below. Similarly, there may be times that an alternative sanction is most appropriate. Each sanctioning determination will be made based on the individualized facts and circumstances involved in a particular matter.

### Level 1

| Violation   | Typical range of sanctions imposed   |
|---|--------------------------------------|
| Unintentional violation: first offense                          | Warning                              |
| Minor (<20% of assignment) intentional violation: first offense | F on assignment, educational project |
| Minor violations on multiple assignments within one course      | F in category (e.g. quizzes, papers) |

## Level 2

| Violation   | Typical range of sanctions imposed |
|---|------------------------------------|
| Unintentional violation: repeat offense                         | Educational project                |
| Minor intentional violation: repeat offense                     | F on assignment                    |
| Major (<20% of assignment) intentional violation: first offense | F in category                      |
| Major violations on multiple assignments within one course      | F in course                        |

## Level 3

| Violation                                   | Typical range of sanctions imposed |
|---|------------------------------------|
| Major intentional violation: repeat offense | F in course                        |
| Stealing answers to test/quiz               | Suspension                         |
| Violation by an Honor Board member          |                                    |

Students who have been found responsible for an Honor Code violation in a course forfeit the right to withdraw from that course, unless the Board assigns a sanction of mandatory withdrawal. The Board assigns this sanction in consultation with the Associate Dean of the College exclusively in cases with significant extenuating circumstance

## Article V: Procedur

### Section 1. Complaint Submission

Any Knox community member wishing to bring a case before the Honor Board must complete the Honor Code Violation Allegation Form. If a faculty member wishes to pursue an informal resolution, the request to do so must be made via the Allegation Form at this point in the process.

The Co-chairs will determine which Co-chair will preside over the case; to the maximum extent practicable, a single Co-chair will manage all aspects of a single case. In consultation with the Associate Dean of the College, a Co-chair shall determine whether 1) the allegations are under the jurisdiction of the Board, and 2) if the case meets the criteria to be resolved informally.

If the case is to proceed to hearing, the presiding Co-chair will meet confidentially with the complainant to review the details of the complaint and any relevant evidence.

If the case is to be resolved informally, the Co-chair will meet with the complainant and the respondent to determine an appropriate sanction.

## *Section 2. Notification to Respondent*

If a case is to proceed to a hearing, the presiding Co-chair will notify the respondent of the case against them in writing following the initial meeting with the complainant. The presiding Co-chair will explain the allegation and review the Honor Board process. The presiding Co-chair may ask the respondent for a preliminary plea at this time, but the respondent will not be bound by this plea at the hearing. The Co-chair will notify the respondent that they are not permitted to withdraw from the course in question until their case is resolved. The presiding Co-chair will treat information provided in the preliminary meetings by the complainant or respondent as evidence that may be used during the hearing or deliberation, unless an exception is made in consultation with the Associate Dean of the College. The respondent will be advised of this.

## *Section 3. Scheduling*

The Co-chair shall schedule the hearing to take place in a reasonable amount of time after the date of the complaint submission, taking into account the facts of the situation, scheduling conflicts, academic calendar, etc. In situations, such as after the end of a term, where the Board must consider a case or conduct a rehearing and a quorum cannot be assembled from the regular or alternate members, the Associate Dean of the College, in consultation with a Co-chair, may appoint interim student and faculty members to serve for a period not exceeding one term. If a hearing is not able to take place when the College is not in session, it shall be scheduled after the start of the next term.

In the event that the grade for a course is due before a hearing can be held, the course instructor shall be required to list the grade as "Not Reported."

Honor Board members will recuse themselves from cases in which they have a potential or actual conflict of interest with a party involved in the case or where their ability or perceived ability to make an unbiased decision may be in question. Honor Board members should confer with the Co-chairs and the Associate Dean of the College if they have any doubts about a perceived conflict of interest. Other members of the Board are within their right to ask (though not demand) that a member of the Board recuse themselves in the interest of preserving the Board's integrity, both real and perceived. The Associate Dean of the College may require a member to recuse themselves when deemed necessary.

The complainant and the respondent will be presented with a list of Honor Board members who will be hearing their case, and will have the opportunity to request a member recuse themselves if a conflict of interest exists. Final determinations regarding recusal are made by the Associate Dean of the College.

## *Section 4. Hearings*

A quorum must be present in order for a hearing to take place. A quorum shall consist of six voting members, including at least one faculty member. The number of voting members present may not exceed nine.

A Co-chair shall preside over all hearings but shall do so without vote. It will be the Co chair's sole responsibility to direct the procedure of the hearing using the procedures outlined in this Constitution.

Hearings will be conducted in accordance with the terms of the Family Educational Rights and Privacy Act (FERPA). In cases involving more than one student respondent, each hearing will be conducted separately unless otherwise

agreed upon by all involved parties. At the hearing, the Co-chair shall inform the respondent of the charges brought against them. The respondent shall have the opportunity to present a plea of responsible or not responsible at any point in the hearing, but no plea will be required of the respondent. The respondent will be questioned, allowed to ask questions of the Honor Board, and shall have the right to see and question the complainant unless the presiding Co-chair and the Associate Dean of the College agree to make an exception to this rule. (This exception is most often granted when the complainant is a Knox College student, in which case the course instructor may appear at the hearing, and the respondent may question the instructor.) The respondent may submit and read a statement of defense if desired.

The Co-chair shall determine the appropriate order of statements and evidence presentation. Except as noted in section D, above, the complainant, respondent, and Honor Board members are permitted to ask questions of any party at any time during the hearing; however, the presiding Co-chair may reserve the right to rule questions irrelevant or inappropriate. Witnesses may ask questions at the discretion of the presiding Co-chair.

A respondent will forfeit the right to present a defense if they fail to appear or waive the right to appear at the scheduled hearing.

Interference with Honor Board proceedings, including but not limited to intimidating actions directed toward a member of the Board or any other person involved in a case, may constitute Abuse of the College Conduct Process as defined in the Student Code of Conduct, and may be referred to the Dean of Students for action.

#### **Section 5. Advisors**

For any case coming before the Honor Board, the respondent and the complainant will each be allowed to consult an advisor of their own choosing. Advisors may provide support to the student prior to and/or during the hearing, but may not participate directly in the hearing.

The advisor may not have been involved in the case itself, and may not act as a witness in the hearing.

At the request of the student, the Associate Dean of the College will assist in identifying a College employee who may be able to serve as an advisor.

The advisor is expected to treat the hearing and all related conversations as confidential.

#### **Section 6. Accommodations for Students with Disabilities**

If a student with a disability would benefit from a reasonable accommodation at any point during the conduct process, they are encouraged to request an accommodation by contacting the Office of Disability Support Services. The Office of Disability Support Services will work with the student to determine any appropriate accommodations and communicate any such accommodations to the Associate Dean of the College.

#### **Section 7. Witnesses and Evidence**

Admission of any individual into a hearing, including witnesses, is at the discretion of the presiding Co-chair.

If the complainant and/or the respondent wish to present witnesses, they must submit a list of proposed witnesses and the justification for their submission to

the Co-chair at least 72 hours prior to the scheduled hearing. Witnesses must have information directly relevant to the alleged violation. Character witnesses are not permitted.

If the complainant and/or respondent wish to present evidence, they must do so at least 72 hours prior to the scheduled hearing. This may include, but is not necessarily limited to:

- An original copy of the assignment or document in question if available. Correspondence between the complainant and respondent concerning the assignment or document.
- A copy of any course syllabi or related information that may contain information written by the complainant regarding the Honor Code and its application to coursework conducted within the course.
- If the complainant is not an instructor or advisor for a course or other activity in which the alleged academic dishonesty occurred, then the Co-chair may also meet with the course instructor or activity advisor to collect evidence. The Co-chair will also collect any related evidence provided by the respondent.

The Co-chair shall have discretion to determine what evidence is admissible at the hearing, and shall notify all parties of such decisions before the hearing. The Co-chair shall ensure that all admissible evidence is available (via the Associate Dean of the College) to the complainant and respondent at least 48 hours prior to the hearing. Similarly, whenever possible, all evidence presented in a case will be made available to the Board at least 48 hours prior to the hearing so that Board members have ample opportunity to familiarize themselves with it and to formulate appropriate questions.

### *Section 8. Deliberations*

The Honor Board shall meet in closed session for deliberation.

The Honor Board shall come to a decision of responsible or not responsible. The standard of proof used in an Honor Board hearing is clear and convincing, meaning it is highly and substantially more probable to be true than not that the student violated the Honor Code.

When six, seven or eight voting members are present, the agreement of six voting members is required to reach a determination of responsibility. When nine members are present, the agreement of seven voting members is required. If the respondent has entered a plea of responsible, the Board does not vote on the issue of responsibility and moves directly to a consideration of the sanction.

If the Board cannot reach agreement on the decision of responsible or not responsible, the case is recorded as "no decision," and no sanction is assigned. Such a case may be reopened if new evidence is available using the procedures set out for appeal below to the Dean of the College.

If the Honor Board reaches a decision of responsible, the Board must then come to a decision regarding a sanction.

All decisions must be reached within twenty-four hours from the time the hearing began, accepting reasonable and unavoidable delays with the agreement of the Associate Dean of the College.

### *Section 9. Notification of Outcomes*

The Co-chair will notify the respondent, the complainant, and the Associate Dean of the College of the Board's decision within twenty-four hours via their College email addresses.

The Associate Dean of the College shall notify the Registrar of any grade changes resulting from Honor Board decisions.

Students who have been found responsible for an Honor Code violation in a course forfeit the option to withdraw from that course.

Instances of course failure or withdrawal resulting from an Honor Board decision are not recorded specifically as failures due to academic dishonesty on transcripts; any notations of course failure or withdrawal for academic dishonesty are identical to those for failures due to non-attendance or other circumstances.

The Secretary or the presiding Co-chair will present the case, with identifying information redacted, to the Academic Standing Committee for informational purposes. The Academic Standing Committee may not alter the decision of the Honor Board.

## Article VI: Appeal

### Section 1. Submission of Appeal

- A. The respondent may appeal the Board's finding and/or sanction by submitting a written request (may be via email) for a rehearing to the Dean of the College within seven calendar days of the notice of the outcome being sent.
- B. Appeals must fall into one of the following categories:
  - i. The respondent has new evidence that was not available prior to the hearing.
  - ii. The applicable procedures were not adhered to during the hearing, and the deviation in process was substantial enough to have likely affected the outcome.
  - iii. The sanctions imposed are disproportionate with the infraction (see Article IV, Section 3 "Sanctions" above).

### Section 2. Initial Review

- A. The Dean of the College shall conduct an initial review of the appeal to determine if the grounds are sufficient to warrant an appellate review. The Dean of the College shall render this decision within seven calendar days of receiving the appeal. If the Dean of the College considers the stated grounds for appeal to be insufficient for further appellate review, the Dean of the College may summarily dismiss the appeal. If the appeal is summarily dismissed, the respondent and the Honor Board will be so notified.
- B. If an appellate review is granted, the Dean of the College shall notify the Honor Board of the grounds for appeal prior to the appellate review.

### Section 3. Appellate Review

- A. The appellate review consists of a meeting between the Dean of the College, the appellant, and one Honor Board member designated by the Board. The appellate review shall take place within fourteen calendar days of the review being granted. The complainant may attend the appellate review at the discretion of the Dean of the College. The Dean of the College may meet with the appellant prior to the review meeting as necessary.

B. Within seven calendar days of the appellate review meeting, the Dean of the College shall determine whether the grounds for appeal are sufficient for rehearing. If a rehearing is granted, the Dean of the College shall direct it to the appropriate body (as specified in section 4 below). The Dean of the College shall provide a written explanation of their decision and the rationale to the appellant, the complainant, the Academic Standing Committee, and the Honor Board.

#### Section 4. Rehearing

A. If the Dean of the College determines that there are sufficient grounds, a rehearing of the case shall be conducted within fourteen calendar days of this decision by one of the following bodies:

- i. The Honor Board, if the basis for the rehearing is new evidence.
- ii. A body consisting of the voting members of the Academic Standing Committee and one Honor Board member who did not attend the original hearing, if the basis for the rehearing is substantial procedural error or sanctions that are substantially disproportionate. A quorum shall consist of the Honor Board member and four voting members of the Academic Standing Committee. The Associate Dean of the College may appoint alternate members in order to achieve the quorum required, in the manner described in Article II, Section 2H. No person may satisfy more than one membership requirement. A faculty member on the Academic Standing Committee shall chair the rehearing body. The agreement of five voting members is required to overturn the original decision due to procedural error or sanction.

B. Except as noted in this Section 4, all rehearings shall follow the procedures mandated for original hearings under the Honor Board Constitution and Procedural Guidelines. A reassembly of all witnesses and evidence shall be required, with reasonable accommodation.

C. All sanctions imposed by the Honor Board are stayed during the appeal process, unless the Dean of the College decides otherwise, in which case the respondent will be informed in writing of the Dean's decision.

D. All appeal decisions are final.

#### Article VII: Records

A. A detailed case summary of each case shall be composed, including accounts of evidence, testimony, and the Board's decision. All documents related to each case, including evidence, witness statements, and written decisions from all hearings and appeals, shall be filed with the case summary in the Office of Academic Affairs. These records shall be maintained for ten years, or longer if required by law.

B. An edited case summary of each case shall be placed in a public file, excluding names, course, and other identifying details. This file shall remain in the Office of Academic Affairs. Access to this file shall be limited to students, faculty, and administrators of the College.

C. A brief summary of each case without names or other identifying information shall be released for publication in the student newspaper (or other

appropriate publication as determined by the Board) upon the newspaper's request twice per term. The information contained in the brief summary shall be limited to the case reference number, the number of students involved in the case, charges brought, pleas entered, the Board's decisions of responsibility or non-responsibility, sanction assigned, and the result of any appeals proceedings.

The Academic Standing Committee shall be informed of all Honor Board actions, but shall not have the power to alter the decisions or sanctions assigned by the Board, except as specified in Article VI.

At the conclusion of the hearing and deliberations, the Co-chair will collect any additional copies of information provided at the hearing and submit it to the Office of Academic Affairs to be destroyed.

#### Article VIII: Adoption

This Constitution shall become effective upon approval by majority vote of the Student Senate and upon the written approval of the Academic Standing Committee, and the written approval of the President of the College.

Any member of the Honor Board, faculty, Student Senate, or College administration may propose amendments to the Honor Board Constitution. For ratification, a proposed amendment must receive the approval of eight voting members of the Honor Board and two-thirds of each of the Academic Standing Committee and the Student Senate.

The Honor Board, in consultation with the Office of Academic Affairs, shall notify the Knox community of all changes to the governing documents of the Honor System.