



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 ^{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,

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

Section I: Philosophy

As a liberal arts university, Virginia Wesleyan is committed to values of citizenship and social responsibility that are fundamental to a community of scholars. People who join this academic community agree to maintain academic honesty and, therefore, not to cheat, lie, falsify data or commit plagiarism or academic theft.

The purpose of the Honor Code at Virginia Wesleyan University is to foster an environment of

Section III: Responsibilities and Rights

Students

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.

Section IV: Procedures for Dealing with Violations

Procedures Leading Up to Hearing

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.

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 votes only to break a tie.

The Chairperson gives
decision and adjourns the meeting.

Within twenty-four hours after the Honor hearing panel, the Coordinator shall give an official written report on University letterhead of the Honor hearing panel to the accused party, the party, the Provost, and the Senior Vice President. This written report shall include an explanation of the reasons for the decision reached. If a Level 2 or Level 3 penalty is imposed, ac92 0P

Section V: Penalties

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.

The Graduated Penalty System for Graduate Students

Virginia Wesleyan University operates under a graduated penalty system. In this system there is no set penalty for each violation of the Honor Code. Once it is determined that a student has violated the Honor Code, it is the responsibility of the Honor hearing panel to determine what penalty is justified in a case. All suspected honor code violations, to include first offenses, by graduate students will be automatically referred to the Honor hearing panel. Faculty are required to report any and all suspected honor code violations immediately to the Provost. The penalties consist of the following:

Level 1: The presumptive sentence for the commission of a first honor offense at the graduate level is suspension from the University for one to four 16-week semesters or two to eight 7-week sessions. Suspension may occur in the semester in which the offense o

Section VI: Procedure to Request a New Hearing or an Appeal

Procedure

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.

New Hearing

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

Section VII: Membership of the Honor Council and of The New Hearing and Appeals Committee

Members of the Undergraduate Honor Council

Coordinator: Dr. Eric Mazur

Coordinator: 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.

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

Students: 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.

Members of the Graduate Honor Council

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.

Members of the New Hearing and Appeals Committee

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.

Members of the 2020-2011 New Hearing and Appeals Committee

Dr. Susan Larkin, Provost

Dr. Sara Sewell

SGA President

For additional information or clarification, contact:

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

or

Dr. Keith Moore,
Senior Vice President

or

Dr. Eric Mazur
Honor Coordinator