

Stetson University Honor System
DeLand, Florida

I. Preamble

As an institution of higher learning, Stetson University depends upon its members—students, faculty, staff, and administration—to uphold the highest standards of academic integrity. Without a commitment to this ideal, the foundation of our educational mission is undermined, and truth—the ultimate goal of our pursuits at the university—loses its meaning and force. The Honor System seeks to nourish a vital campus culture, one where students, faculty, administration, and staff are mutually committed to pursuing truth in a spirit of cooperation and respect. Laws and rules exist to protect a society and its members, but truly to flourish, a community relies upon the individual to take responsibility for his or her actions and to uphold certain bedrock principles. The Honor System specifies actions that are harmful to the community and establishes ways of dealing with those who violate basic standards. But the primary justification for the Honor System is that it challenges individuals to reflect upon the ethical issues they face as members of a university and encourages them to take positive steps to maintain the integrity of themselves and their community. Moreover, by affirming student self-governance in the form of an Honor Council, this Honor System underscores the central roles that both students and faculty play in upholding academic integrity.

II. The Honor Pledge

- A. The Honor Pledge is a promise made by undergraduates to uphold high standards of integrity and honesty in their academic work. By enrolling in Stetson University, students commit themselves to abide by the principles and spirit of the Honor System. They will be asked to demonstrate that commitment by signing a written pledge that will be kept on file by the Honor Council.
- B. Faculty are encouraged to underscore the continuing vitality of the Honor Pledge by having students reaffirm their promise when turning in tests, quizzes, papers, or other assignments. For the purposes of assignments, a student who writes the word "Pledged" followed by her or his signature is understood to be reaffirming her or his commitment to the principles of the Honor System.
- C. The Pledge:
As a member of Stetson University, I agree to uphold the highest standards of integrity in my academic work. I promise that I will neither give nor receive unauthorized aid of any kind on my tests, papers, and assignments. When using the ideas, thoughts, or words of another in my work, I will always provide clear acknowledgement of the individuals and sources on which I am relying. I will avoid using fraudulent, falsified, or fabricated evidence and/or material. I will refrain from resubmitting without authorization work for one class that was obtained from work previously submitted for academic credit in material. By my actions and my example, I will strive to promote the ideals of honesty, responsibility, trust, fairness, and respect that are at the heart of Stetson's Honor System.
- D. Willful refusal to sign the Honor Pledge will not exempt a student from abiding by the terms of the Honor System set forth in this document.

III. Responsibilities of the University Community

- A. To be effective, the Honor System relies upon all members of Stetson University to uphold the integrity of the academic community. This responsibility is one shared by students, faculty, administrators, and staff and is one that requires these groups to act together in a spirit of cooperation, respect, and trust. Under the Honor System, members of Stetson agree to behave honestly in their academic work and to refrain from condoning acts that undermine the integrity of the university. Moreover, it expects individuals to take steps consistent with their consciences to dissuade others from behaving dishonestly and to take appropriate actions when violations of the Honor System are observed.
- B. As an inclusive campus, serving students from many cultures, Stetson acknowledges the importance of educating all members of its community on the accepted means and understandings of scholarly and creative integrity in all disciplines of instruction at the University.
- C. Under the Stetson Honor System, faculty members have the right to decide whether to proctor exams, and faculty can make this choice based on their teaching philosophies, their consciences, their perceptions of the classroom environment, their discussions with students, or other relevant factors.
- D. To achieve fairness and consistency, faculty are expected to report violations of the Honor System of which they are aware and to follow the policies and procedures of the Honor System. The Stetson Honor System is set up with the realization that violations can vary in their severity, and that different violations will merit different penalties and actions. It is vital that members of the Stetson community have trust in the Honor System to make these discriminations and to arrive at resolutions that are fair and equitable. While some might be tempted not to report Honor infractions that they view to be minor, such decisions will ultimately erode the fairness of the Honor System and result in inconsistent procedures being followed.
- E. Students are expected to report Honor violations of which they are aware and to follow the policies and procedures of the Honor System. Students must follow their consciences and consider the consequences of ignoring violations and/or of refusing to act. Academic dishonesty is, by its nature, secretive, and thus if one fails to do anything when witnessing an Honor violation, it is quite possible that nothing will be done. At its worst, consistent inaction in the face of wrongs creates a permissive environment, one which implicitly gives violators the message that their actions are acceptable and which says that no one need to take responsibility for upholding the integrity of the community.
- F. Faculty members have a responsibility to provide clear guidelines and definitions for their students with respect to what actions constitute academic dishonesty. The Honor System provides much help in this regard, though on some issues (for example, what forms of collaboration are or are not allowed on a particular assignment) individual faculty members should provide specific instructions. Faculty are also encouraged to include the Honor Pledge on their syllabi and to emphasize the importance of maintaining high standards of academic integrity.
- G. Students are expected to take responsibility for their actions and resist temptations to transgress the Honor System. The faculty should assist students in this endeavor by avoiding the creation of situations where cheating might be facilitated. For example, exams and tests should be secured; exams should not be reused unless steps have been taken to keep the exams out of circulation or unless these exams have been made equally available to all students; and required work should be treated with due importance.

- H. Faculty members should inform the Faculty Advisor to the Honor Council of situations where the ideals of honesty and integrity seem to have been compromised or where trust between faculty and students has broken down. With such information, the Faculty Advisor will be in a better position to isolate these incidents and to work towards finding effective solutions.

IV. Seating of the Honor Council

- A. An Honor Council Nominating Board will be chaired by the current President of the Honor Council and will include a student appointed by the officers of the SGA, the Director of Community Standards, and the Faculty Advisor to the Honor Council. It will be the task of this board
 - (1) to seek out nominees from the student body, and
 - (2) to review these nominees.
- B. Currently enrolled Stetson undergraduates will be allowed to nominate other undergraduate students for service on the Honor Council. Students who are nominated and who wish to serve will submit an application to the Nominating Board and will be interviewed by this group.
- C. The Nominating Board will pass along its final recommendations to the Provost and Vice President for Academic Affairs for his or her endorsement and appointment.
- D. The nomination process will occur on a rolling basis with at least one round of interviews each semester.
- E. Each year, early in the fall semester, all members of the Honor Council and the Faculty Advisor will participate in a training workshop. The Faculty Advisor, the Director of Community Standards, and any returning members of the Honor Council will conduct this workshop.
- F. The Honor Council will select its own President, Vice-President of Administration, Vice-President of Education, and Vice-President of Public Relations from among those who have been appointed to serve. Such a selection shall occur by the end of the Honor Council's yearly training workshop. In situations where one of these offices becomes vacant or where a temporary replacement is needed, the Honor Council will immediately meet to elect a replacement.
- G. In cases where a Council seat is vacated unexpectedly and/or where an immediate replacement is required, the Honor Council President and Vice-President of Administration, in consultation with the Faculty Advisor, will have the ability to appoint a temporary replacement until the normal nominating and appointment procedure can be followed. Similarly, the Honor Council President and Vice-President of Administration, in consultation with the Faculty Advisor, will have the ability to appoint students to serve on the Honor Council for single cases in unusual circumstances where the requirements for a quorum could not otherwise be met.

V. Composition of the Honor Council, Terms of Office, and Quorum

- A. A minimum of twelve students will comprise the Council. The Nominating Board will attempt to form a Council with representation of classes and majors as broad as feasible. In addition, the Nominating Board will attempt to form a Council which reflects the diversity (gender, ethnicity, organizational affiliations) of the student body.

- B. For the purposes of continuity, it is advisable that some members on the Honor Council serve consecutive years. A Council member in good standing may therefore, at the discretion of the Honor Council President, Faculty Advisor, and Director of Community Standards, serve an additional year. Ideally, roughly half of the Honor Council will consist of returning members, and half of new members.
- C. In extraordinary circumstances, where the Faculty Senate or the Cabinet of the SGA has specific reasons to question the fitness of a member of the Honor Council to serve, either the Faculty Senate or the Cabinet of the SGA may, by a two-thirds vote, elect to remove that member immediately from his or her seat. Such votes may only be initiated as a result of serious misconduct and may not be initiated by a Council member's votes or decisions.
- D. Students on the Honor Council are required to set aside regular times during the week when they can meet. Such times will be set each semester before school starts, and, unless there are unusual extenuating circumstances, every member will attend meetings of the Honor Council. Two unexcused absences may result in removal from the Honor Council.
- E. At least 50% of the council members shall constitute a quorum for the purposes of holding meetings and rendering decisions.
- F. All members of the Honor Council receive training in the area of investigating Honor System violations. Upon completion of this training, these students will be authorized to serve as Investigators for the Council.
- G. The Honor Council must maintain high standards of integrity. As a result, any member of the Honor Council who has been found to have violated the Honor System will immediately lose his or her seat, and a replacement will be located. Members found to have violated the Student Code of Conduct may also be removed if the violation results in sanctions including but not limited to Disciplinary Probation. Withdrawal or suspension from Stetson University and failure to meet the responsibilities of membership will similarly result in the loss of a seat on the Honor Council. The Director of Community Standards will bring such situations to the attention of the Faculty Advisor.

VI. Faculty Advisor

- A. When a new Faculty Advisor to the Honor Council is needed, the Faculty Senate will appoint an ad hoc committee. This committee will solicit nominations from the students and faculty, review them, and make a recommendation to the Faculty Senate. If endorsed by the Faculty Senate, the recommendation will be sent to the officers and cabinet of the SGA for final approval.
- B. For the purposes of continuity, it is advisable that the Faculty Advisor serve for a number of years consecutively.
- C. In extraordinary circumstances, where the Faculty Senate or the Cabinet of the SGA has specific reasons to question the fitness of the Faculty Advisor to serve, either the Faculty Senate or the SGA may, by a two-thirds majority vote, elect to remove that member immediately from his or her seat. Such votes may only be initiated as a result of serious misconduct and may not be initiated by the decisions an Advisor has made in carrying out his or her duties.
- D. The Faculty Advisor will offer guidance to the Honor Council in carrying out its duties. The Faculty Advisor will also serve as a liaison between the Honor Council and the faculty, and between the Honor Council and the administration.

- E. The Faculty Advisor does not have a vote in determining whether a student has violated the Honor System or in deciding what sanctions to recommend for a student found in violation of the Honor System.
- F. Given the duties of the Faculty Advisor, it is advisable that this individual be a senior, tenured faculty member with at least seven years of service to the University.
- G. For the purposes of calculating service workload, appointment as the Faculty Advisor should be considered as equivalent to an appointment as chair of a significant University committee.
- H. In case a temporary replacement for the is needed, the Executive Committee of the Faculty Senate will appoint a faculty member to fulfill this duty.

VII. Responsibilities of the Honor Council

- A. One of the primary responsibilities of the Honor Council is to educate the campus community about the Honor System and the importance of maintaining high standards of academic integrity. Towards this end, the members of the Honor Council will inform incoming students about the Honor System and will maintain an active educational program throughout the school year.
- B. The Honor Council is charged with the responsibility to investigate and resolve reported cases of Honor violations abiding by the procedures outlined in this document.
- C. At the close of the spring semester, the Honor Council will send a written report of its activities to the Faculty Senate and the SGA. This report will not breach the confidence of any specific cases. It will, however, provide an accounting of how many cases it worked on and the types of sanctions that were imposed. This report may also highlight any areas of concern which the Honor Council has either in terms of the Honor System itself or in terms of other issues on campus that pertain to academic integrity.

VIII. Violations of the Honor System

- A. A student found to have violated the letter and/or spirit of the Honor Pledge is considered to be in violation of the Honor System.
- B. To report an Honor violation for malicious or frivolous purposes is to attack the very foundation and integrity of the Honor System. Such willful false reporting is considered a serious violation of the Honor System and will be dealt with severely.
- C. A member of the Stetson community who honestly and truthfully reports an Honor violation should not be subject to retaliation, intimidation, threats, or abuse as a result of this act. Anyone who seeks to retaliate against or to repress honest reporting of Honor violations will be considered to be in violation of the Honor System.
- D. Members of the Stetson community are expected to assist the Honor Council in the carrying out of its duties. Knowingly lying to the Honor Council (or one of its representatives) or willfully obstructing its work will be considered an Honor violation.

IX. Reporting Honor System Violations

- A. An Honor violation may be reported to the student Honor Council either through a faculty member, through the Faculty Advisor, or to the Honor Council directly. Under normal circumstances, a student is encouraged to go first to the faculty member on whose class the violation occurred.

- B. Students may report themselves for violations of the Honor System, and the Honor Council will take such assumptions of responsibility into account when deciding upon what sanctions to recommend.
- C. The Honor System is based upon the values of openness, fairness, and responsibility. As a result, reports of Honor violations should not be anonymous. However, reports that come to the Honor Council anonymously may be investigated, at the Council's discretion.
- D. Violations of the Honor System should be reported as soon as possible after being observed.
- E. In the event that a case is referred to the Honor System Council during final exams, and the case cannot be heard, it is recommended that the professor assign No Grade (NG) for the course. When the Council reconvenes the following semester, the case will be investigated and resolved at that time. The faculty member may then assign the grade according to normal University grade-change procedures.
- F. There is no "statute of limitation" for academic integrity for currently enrolled students. The Honor Council will examine each case on its merit, as that can be understood at the time of reporting.
- G. The Director of Community Standards is charged with facilitating the work of the Honor Council and assisting in logistical arrangements.

X. Investigation and Pre-Hearing Procedures

- A. Reports of Honor violations will be immediately forwarded to the President of the Honor Council.
- B. A member of the student Honor Council will be appointed by the President of the Honor Council to serve as a case Investigator. The Investigator will speak to all involved parties and collect pertinent facts and information. In particular, the Investigator will discover any actions, including grade penalties already implemented by the faculty member for an assignment or for the course. The Investigator is also responsible for clearly informing the involved parties of the policies and procedures of the Honor System and of answering questions or concerns they might have.
- C. In some situations either the Investigator or the Honor Council might find it necessary to consult with an expert who is not herself or himself directly involved with the immediate case being considered. Such an expert might be needed in order to offer an interpretation or clarification of some information or to answer questions about some evidence. In these situations, the Faculty Advisor can be consulted to assist in locating an appropriate expert.
- D. If all parties agree that an Honor System violation has occurred and are in agreement regarding appropriate sanctions, then the case may be resolved through an expedited process, and no formal hearing of the case is needed. The Investigator will draft a letter outlining the nature of the offense and the agreed-upon sanctions. The letter will be signed by the Investigator, instructor(s) and student(s) involved. Instructor(s) and student(s) will receive copies of the letter; a copy will also be kept on file by the Honor System Council.
- E. If either party to the case is in disagreement with the procedures and/or findings of the expedited process outlined in Paragraph D, then the case will proceed to a formal hearing by the Honor System Council. Additionally, the Council may elect to forego the expedited process and hold a full hearing of a case, at its discretion. This would normally happen in situations representing a student's apparent second or multiple violation of the Honor System, cases of unauthorized group collaboration, cases where the alleged offense is of a

particularly flagrant or egregious nature, or cases potentially resulting in severe sanction such as suspension or expulsion.

- F. The Honor System Council will make reasonable efforts to contact an accused student, including a letter to the student's campus mailbox and an email to the student's registered email address. If the accused student has not responded within three class days, then the Council may proceed with the investigation and hearing as best as they are able under the circumstances. The accused student's failure to respond to Council proceedings may not be construed as prejudicial to his/her case. However, by failing to respond the student has effectively waived his/her right to be present at the hearing and to present evidence.

XI. Hearing Procedures and Rights of the Accused

- A. A student who has been reported for an Honor System violation has specific rights. These include:
- ◆ the right to decide whether the meeting with the Honor Council will be private or public (requests for a public hearing must be made in writing to the Honor Council President at least 12 hours prior to the meeting);
 - ◆ the right to speak on one's own behalf;
 - ◆ the right to be present throughout the hearing;
 - ◆ the right to present relevant evidence and to call witnesses;
 - ◆ the right to question and challenge evidence;
 - ◆ the right to select another member of the University community to serve as an Advisor and to have this individual present during the meeting of the Honor Council (this Advisor may not be an attorney or a parent of the student);
 - ◆ the right to receive a timely written report from the appropriate academic Dean listing actions and/or sanctions, based on the findings and recommendations of the Honor Council and including any penalties imposed by the instructor of record.
- B. An audio tape recording will be made of the hearing. This tape will become the property of the University and will be kept secured by the Honor Council. The student may request a copy of the proceedings (provided at a minimal cost). Such a request must be made in writing to the Director of Community Standards. Electronic recordings of the proceedings will be maintained and available until the time period for appeal has been exhausted; at that time, the electronic recording of the proceeding will be destroyed.
- C. Potential witnesses, other than the accused student(s), will be excluded from the hearing during all testimony but their own.
- D. The President of the Honor Council (or his or her replacement) will preside over the hearing as a moderator.
- E. The accused student's (or students') Advisor(s) will not question witnesses. Nor will the student's (or students') Advisor(s) make statements to the Honor Council except insofar as he or she is called as a witness in the case or recognized by the President.
- F. The Faculty Advisor will be available during the hearing and may give advice and procedural clarifications to the Honor Council. Moreover, the Director of Community Standards or his or her representative will be available during the hearing should he or she need to provide information or advice.
- G. The Honor Council will determine what evidence and witnesses are admissible and relevant to the case. Formal standards of evidence admissibility or relevancy will not apply to this process.

- H. The Investigator will first provide an account of his or her conversations and discoveries, including a report of any penalties already imposed by the faculty member, and will present evidence and witnesses relevant to the case. Members of the Council and the accused student(s) may question evidence and witnesses at the close of each section of the Investigator's presentation.
- I. After the Investigator has presented the case, the accused student(s) may offer relevant evidence and witnesses which have a bearing on her or his case, and the Honor Council will have an opportunity to question the evidence and witnesses at the end of each section of the accused student's (or students') presentation.
- J. After the presentation of the accused student(s), the President of the Honor Council (or his or her replacement) may allow for the presentation and/or recall of additional evidence and witnesses, and right of the accused student(s) to question this evidence and witnesses will be maintained. The accused student(s) may also, at the President's discretion, bring in or recall evidence and/or witnesses during this phase.
- K. Following these presentations, the accused student may present a closing statement summarizing his or her case and recommending possible judgments and/or courses of action. New evidence may not be presented during the closing statement.
- L. Minor deviations from these procedures will not render a decision invalid unless it can be shown that the deviation caused a substantial prejudice to the accused student(s).
- M. Following the presentation of evidence and the closing statement, the tape recording will be turned off and the Honor Council will deliberate in private. The Faculty Advisor will remain with the Honor Council during deliberation and may assist with the discussion. However, the Faculty Advisor will not participate in making the final decision(s). The Investigator will not remain for the deliberation.
- N. A two-thirds majority among those Honor Council members hearing the case will be required to find that a student has violated the Honor System. The assigned Investigator will neither take part in this vote nor be counted as a voting member of the Honor Council for the case.
- O. Students accused of Honor violations are presumed innocent until proven otherwise. Determinations of violations will be based on a preponderance of evidence.
- P. If the Council finds that a violation of the Honor System has occurred, it will receive a record covering any prior cases of Honor violations on the part of the involved student(s). It will then discuss what sanctions are appropriate. If the Council cannot reach a consensus on this point, the most severe sanction or action capable of receiving a majority vote among voting members of the Council will become the formal recommendation of the Council. The Investigator will not be part of the deliberations on sanctions, nor shall he or she vote on sanctions.
- Q. When the Honor Council concludes its deliberation, the hearing's moderator will summarize its findings and recommendations in writing. This report will be communicated through the President of the Honor Council and the Faculty Advisor to the Dean of the College or School in which the course was taught. The Dean will make the final decision concerning these recommendations. This decision will be communicated to the involved student(s) both verbally and in writing as soon as practical. The instructor of record will also receive a copy of this decision. If the student is enrolled in one College/School and the course is taught in another College/School, the student's academic dean will be notified of the sanctions imposed.

- R. The resolution of cases of academic dishonesty will occur with all reasonable expediency. Since students on the Honor Council are required to set aside regular times in their schedule, a meeting can be readily convened within a few days after the members are contacted. The Investigator will seek to gather information and talk to the involved parties in a diligent and efficient manner. Moreover, the Investigator will attempt to give the involved parties clear and reasonable estimates as to how long the process will take to bring the case to a resolution, and will provide parties with periodic updates on the progress of the case.
- S. During the Summer Session, Honor violations should be reported to the Dean of Students, and such cases will normally be handled at the beginning of the fall semester. Faculty members discovering incidents of academic dishonesty during the summer should assign No Grade (NG). Upon review of the case at the beginning of the fall semester, the faculty member may assign the grade according to normal grade-change procedures.
- T. In cases where a student can prove that there are unusual, extenuating circumstances where waiting the time required by the normal process of the Honor System would lead to serious and unreasonable damage or harm, he or she may petition for an alternate, expedited means of resolving the issue to the President of the Honor Council. Such a petition must be made in writing. The President of the Honor Council and the Faculty Advisor will meet to determine whether to accept or reject the petition. If they do accept the petition, they will then make a determination as to the most effective manner of resolving the case. Such petition is irrevocable (i.e. a student cannot opt for an alternative means of resolution and then, at some later point, ask to go through the normal avenues of the Honor System).
- U. In cases where two or more students are accused of Honor violations for actions that are related to each other (e.g. the two students are accused of collaborating), a joint hearing will normally be held. Cases of collaboration are exempt from the expedited process. It is understood that in a joint hearing of accused students will be judged according to the specific merits of their individual cases. A student wishing for his/her case to be heard separately from related cases may request this. Such a request must be made, in writing to the Honor Council President, at least forty-eight (48) hours in advance of the scheduled hearing.

XII. Sanctions for Honor System Violations

- A. The Honor System seeks to foster a spirit of communication, dialogue, and cooperation among the parties involved in situations where academic integrity has been violated. At the same time, however, the Honor System maintains that the faculty member and the Honor Council are separate entities and respects the rights and responsibilities of each.
- B. The faculty member has the ultimate right and responsibility to determine what academic penalties are appropriate for a case of academic dishonesty that has occurred within his or her course. These penalties can range from giving a reduced grade on the assignment, test, or paper that has resulted from dishonest actions to failing the involved student(s) for the entire course.
- C. The faculty member should thoughtfully consider the findings and recommendations of the Honor Council. No action or recommendation of the Honor Council shall infringe upon the faculty member's final right and responsibility to assign academic penalties within his or her class. Concerns over grades may still be pursued through the University's grading grievance policy.
- D. Upon determining that a student has violated the Honor System, the Honor Council can recommend the student be subject to a variety of sanctions. The severity of the Honor

violation, the state of mind and attitude of the student committing the violation, and a prior history of Honor System violations will all be factors taken into account when the Council is deciding upon sanctions. Sanctions can range from restorative measures (e.g. requiring a student to write letters of apology or to repair some of the damage his or her actions might have caused), to educational/rehabilitative measures (e.g. required discussions with the student's Advisor or with a counselor), to punitive measures (e.g. suspension or expulsion). Article III, section E of the Student Code of Conduct outlines other sanctions that the Honor Council may opt to recommend. The Honor Council may also recommend academic penalties to the instructor, who retains final authority over any academic penalty. No action or recommendation of the faculty member shall infringe upon the Honor Council's right and responsibility to recommend sanctions for student misconduct that has resulted in a violation of the Honor System.

- E. The Honor Council may make recommendations to appropriate individuals, offices, and groups when it feels such actions would improve the academic integrity and climate of the university. For example, if the Honor Council becomes aware of a practice being employed which seems to facilitate cheating, or if it has cause to believe that a group on campus is colluding to undermine academic integrity, it will report such findings to individuals and/or offices on campus in a position to address the situations.
- F. The Honor Council will seek to be consistent in the recommendations for sanctions that it makes while also seeking to recommend measures that will be in the best interests of the student body, the University, and the student who has violated the Honor System.
- G. In the case of a student who is suspected of violating the Honor System while completing a sanction the council reserves the right to charge the student with an additional violation. In such a case, a new hearing will be held for the student.

XIII. Records

- A. Accurate records of the Honor Council's activities and actions will be maintained by the Council. Such records include tape recordings of hearings, the outcomes of meetings, recommendations made to the Deans, and the final decisions of the Deans and/or the Appellate Board.
- B. Files pertaining to individual cases will not be released except under one of the following specified circumstances:
 - 1. A student has been found in violation of the Honor System, and the Honor Council needs to know whether this student has one or more prior violations on his or her record in order to determine what sanctions or actions are appropriate.
 - 2. A student makes a request in writing to the Director of Community Standards that information in his or file be released to a third party.
 - 3. A chair of a major academic award committee or director of a special academic program requests such information in writing and such information is vital to preserve the integrity of those awards and/or programs.
 - 4. A special petition for the release of records is made in writing to the Faculty Advisor, the President of the Honor Council, or the Director of Community Standards. These three individuals will then meet to decide whether to honor the petition.In the cases outlined above, only written reports and sanction letters contained in a student's file will be released.

- C. Consistent with the Student Code of Conduct, records of Honor Council proceedings for students found in violation of the Honor System shall be retained in the files of the Honor Council for six years from the date of the sanction or four years after the student's graduation from the University, whichever comes first. Records shall be kept in a secured file, and subject to limited access by the President of the Honor Council, the Vice-President of Administration, the Director of Community Standards, and the Faculty Advisor.
- D. In cases where a student is suspended, expelled, or blocked from enrollment as a result of an Honor violation, or in situations that may result in future litigation, disciplinary records will be retained for longer periods of time or permanently.
- E. Except in cases where a student is suspended, expelled, or blocked from enrollment as a result of an Honor violation, a student may make a written petition that her or his Honor Council file be destroyed. Such petitions must be made in writing to the Director of Community Standards, the President of the Honor Council, or the Faculty Advisor. The President of the Honor Council, the Director of Community Standards, and the Faculty Advisor will meet to decide whether to honor the petition. Factors they will consider in making this decision include:
 - 1. The nature and severity of the violation(s);
 - 2. The student's compliance with any sanctions that might have been imposed; and
 - 3. The student's present demeanor and conduct subsequent to the violation(s).
- F. Members of the Honor Council will not discuss or pass along information or documents pertaining to individual cases either to other members of the Stetson community or to individuals or groups outside Stetson University except as indicated in the provisions of this section.

XIV. Funding

The budget for the Honor Council will be handled through the Office of Academic Affairs and the Values Council.

XV. Appeals

- A. A student who has been found to be responsible for an Honor violation may appeal the final decision of the Dean. Such an appeal must be made in writing to the Provost and Vice President for Academic Affairs. The appeal must be received in the Office of Academic Affairs within seven (7) calendar days of delivery of the decision by the Dean.
- B. An appeal can be made for three reasons:
 - 1. Relevant new evidence has come to light that was not available to the Honor Council when it was considering the case.
 - 2. The processes and procedures as outlined by the Stetson Honor System were not adhered to.
 - 3. The sanctions or punishments imposed are not appropriate to the violation for which the student has been found responsible.The letter of appeal should clearly state which of these reasons is being proffered as the basis for the appeal. A de novo hearing of the case is not allowed: That is to say, recommendations of the Honor Council will be overturned only on the basis of one of the three above stated reasons for appeal, and the appeal hearing will concentrate on these issues.
- C. Upon receiving the appeal request, the Provost and Vice President for Academic Affairs will evaluate the request and decide whether to grant an appeal. If the appeal is granted, the case

will be referred to an Appellate Board. This board will be chaired by the Provost and Vice president for Academic Affairs and will also include the academic deans not involved in the decision and the Grading Grievance Officer from the College/School of the Dean who made the decision.

- D. In the case that the Board elects to conference with the parties of the case, the President of the Honor Council (or the Council member presiding at the original hearing), the Investigator, and the Faculty Advisor will be available during the appeals hearing to provide information and respond to the questions of the Board.
- E. Upon conclusion of its deliberation, the Board shall inform the student(s) of its decision and a formal letter outlining the decision of the Board shall be sent to the student(s) and the instructor of record.
- F. The decision of the Appellate Board shall be final and binding on all parties.

XVI. Faculty, Staff, and Administration Violations of the Honor System

The Honor System depends upon all segments of the academic community to uphold the values of honesty and integrity promoted by the Honor System. If a member of the faculty, staff, or administration violates this expectation (by, for example, plagiarizing from a student's paper), then he or she should be held accountable for his or her action and should be reported to the University Grievance Officer.

XVII. Amendments to the Honor System

Proposals to amend the Honor System in ways other than minor clarifications in the basic text can be submitted to the SGA, the Faculty Senate, or to the Honor Council for review. A 2/3-majority vote of both the SGA and the Faculty Senate will be required to approve an amendment to the Honor System. Minor changes to clarify the policies and procedures in this document can be made by the Honor Council.

XVIII. Graduate Students

The question of graduate student involvement in the Honor System raises issues that go beyond matters of academic dishonesty and judicial procedures. Under current arrangements, graduate students are not represented on the SGA, nor is there any Graduate Student Union or comparable advocacy group at Stetson. Without a mechanism whereby graduate students can meaningfully participate in the discussion of an Honor System and provide their input, fairness dictates that they remain under policies and procedures of the current Student Code of Conduct. In classes comprised exclusively of graduate students, this should pose no problems, but in those few classes where graduate and undergraduate students are enrolled together, it will be incumbent on the faculty members involved to exercise their common sense and discretion to uphold the rights and responsibilities of their students and to preserve the integrity of the classroom and the Honor System. Faculty members are encouraged to consult with their chair or with the Faculty Advisor to the Honor Council to come up with solutions to the special problems raised by mixed graduate- undergraduate classes.

Approved by the Student Government Association: Fall 2002

Approved by the University Faculty: Fall 2002

Approved by the President's Staff: Summer 2003

Initiated with the entering class of 2003 for a three-year trial period, effective 2003-2004 through 2005-2006.

Minor edits approved by the Council of Deans: Summer 2004

Ratified for permanent status by vote of student body and University Faculty, Spring 2006.

Amended Spring 2007 by the Student Government Association and Faculty Senate Minor revisions made by Honor Council: Summer 2017