



Professor's Guide to Honor Code Violations

Stetson's Honor Council

<https://www.stetson.edu/other/honor-system/>

Academic Integrity Matters

An Honor Code violation is when a student goes against the Honor Pledge

As a faculty member, you play a crucial role in upholding academic integrity at Stetson University. If you suspect a student of violating the Honor Code, this guide outlines the steps involved in the investigation process and your responsibilities throughout the proceedings.

This guide is for professors to help them be familiar before and during an Honor Council investigation process.

Stetson University Honor System Council

Who We Are and What We Do

The Honor System Council is a panel of undergraduate students chosen to take special responsibility for implementing the Honor System at Stetson University. Council members are responsible for informing and educating the DeLand campus community about the purpose and provisions of the Honor System. The Council also serves as a peer hearing body that oversees cases regarding students alleged to have violated the University Honor Code. Should a violation be determined to have occurred, the Council recommends a just and appropriate academic and restorative sanction.

For more information or to report a violation, visit:

www.stetson.edu/other/honor-system

Stetson University Honor System Council Judicial Process

Step 1: Reporting a Violation

If you suspect a student of academic dishonesty, you should:

- Document the alleged violation, including specific details (e.g., copied work, unauthorized collaboration, exam irregularities).
- Gather supporting evidence (e.g., exam papers, plagiarism reports, Turnitin results, student emails).
- Make sure to submit your syllabus.
- Submit the report to the Honor Council through the Honor Council website.

Once reported, the case will be assigned to an Investigator, who is a neutral fact-finder from the Honor Council.

Step 2: The Investigator's Role

The Investigator will:

- Contact you to discuss the case.
- Collect necessary evidence, including your syllabus and course policies on academic integrity.
- Interview the accused student to hear their perspective.
- Gather witness statements if applicable.
- Compile a comprehensive report based on all findings.

Your cooperation in providing clear details and evidence is essential for a fair resolution.

Step 3: Possible Case Resolutions

After the investigation, the case may proceed in one of two ways:

A. Expedited Process (Small Claims)

- If the student accepts responsibility and you agree on appropriate sanctions, the case can be resolved informally.
- The investigator will work with you to create appropriate sanctions.
- The Investigator drafts a Small Claims contract listing the agreed-upon sanctions.
- The contract is signed by you, the student, the Investigator, and a Council member.
- No formal hearing is required.
- The case is closed once the student completes the assigned sanctions.
- Sanctions are normally given 2-3 weeks to complete. If a student does not finish them in time, this is grounds for a second offense.
- **Note:** Small Claims is available only for first-time offenders.

B. Formal Hearing

If the student disputes the charges or if a serious violation is alleged, the case proceeds to a Formal Hearing before the Honor Council.

Step 4: The Hearing Process

If a hearing is required:

- You will be asked to attend.
- Your job at a hearing is not to present the case or act as a lawyer. The Investigator's job is to present the case facts. Your job is to answer any questions or add clarifications needed by the Council.
- The Investigator will present their findings.
- The student has the opportunity to respond and present evidence.
- The Honor Council will ask questions and deliberate.
- A two-thirds majority vote is needed to determine a violation.
- The decision is sent to the Dean for final approval.
- You will hear back in a week on the decision.

Step 5: Sanctions & Faculty Authority

Sanctions are assigned to the student if they are in violation. If the case goes to Small Claims, the investigator will work with you to create appropriate sanctions. If the case goes to a hearing, the Honor Council will assign appropriate sanctions if the student is found in

violation. After the sanctions from a hearing are assigned, they are sent to the Dean of that School for approval.

Step 6: Appeals & Follow-Up

- The student can **appeal to the Provost** within **seven days** if they believe:
 - New evidence has emerged.
 - Procedural errors occurred.
 - The sanction is too harsh.
- The Honor Council ensures compliance with sanctions.
- Records are kept for a limited time in accordance with university policy.

Final Notes for Faculty

- Clearly communicate academic integrity policies in your syllabus.
- If you suspect a violation, report it promptly to maintain fairness.
- Cooperate with the Investigator to ensure a thorough and just process.
- Upholding the Honor Code helps maintain Stetson's academic standards and student integrity.

For additional questions, please contact the **Honor Council Faculty Advisor** or the **Honor Council President**.

Thank you for your commitment to academic integrity at Stetson University.

Appendix:

Standard Sanctions

ACADEMIC:

- Zero on the paper/assignment
- A grade of "F" on the paper/assignment
- An "Incomplete" in the course until such time as the paper/assignment is properly redone
- A grade of "F" in the course
- A grade of "F" in the course with no recourse to the Course Exclusion Policy
- Academic suspension (see document "Following a Suspension")

"Suspension is defined as the termination of the student's enrollment and exclusion of the student from the University for a specified period of time. During suspension, the student shall not be permitted to enroll in any courses offered by the University, either in residence or by correspondence, nor shall credit be given by the University for academic work taken at another institution. Students suspended from the University are not permitted to be on the campus and may not attend any University sponsored event or function unless given permission to do so by the Dean of Students. This includes, but is not limited to, events sponsored by the departments of Student Development and Campus Vibrancy and Athletics. Conditions for admission after suspension may be specified."

- Academic expulsion (see document "Following a Suspension")

SUSPENSION AND EXPULSION ARE APPLIED NORMALLY AT OR AFTER A THIRD OFFENSE.

RESTORATIVE

- Redo the paper/assignment according to acceptable academic standards
- Write an Impact Paper
- The nature and harm of plagiarism/cheating etc.
- Impact upon instructor/peers/institution
- Impact upon student's future
- "Victims" perspective
- Letter of apology
- Resources available at Stetson – "What could I/should I have utilized and why?"
- Mandatory academic support attendance: Writing Center, Student Success, GPS session
- Community presentationl