



Honor Code Informational Guide for Faculty



Introduction

The University of Richmond Honor Councils is the organization responsible for upholding our campus' traditions and values with respect to academic integrity. While we are an organization run for students, by students, we recognize that without the support of faculty, our operations would not be possible. Students are an integral part of our Honor Code, but as professors, mentors, and scholars, so are you.

Who We Are

The Honor Councils consists of about 70 passionate students. Our Executive Committee has four representatives from each Westhampton College and Richmond College. Our appointments run from January 1st through December 31st. The current Executive Committee is led by a Chair from each Richmond and Westhampton Colleges, and our advisors are [Dean Mia Reinoso Genoni](#) and [Dean Joe Boehman](#).

Why We Need Your Support

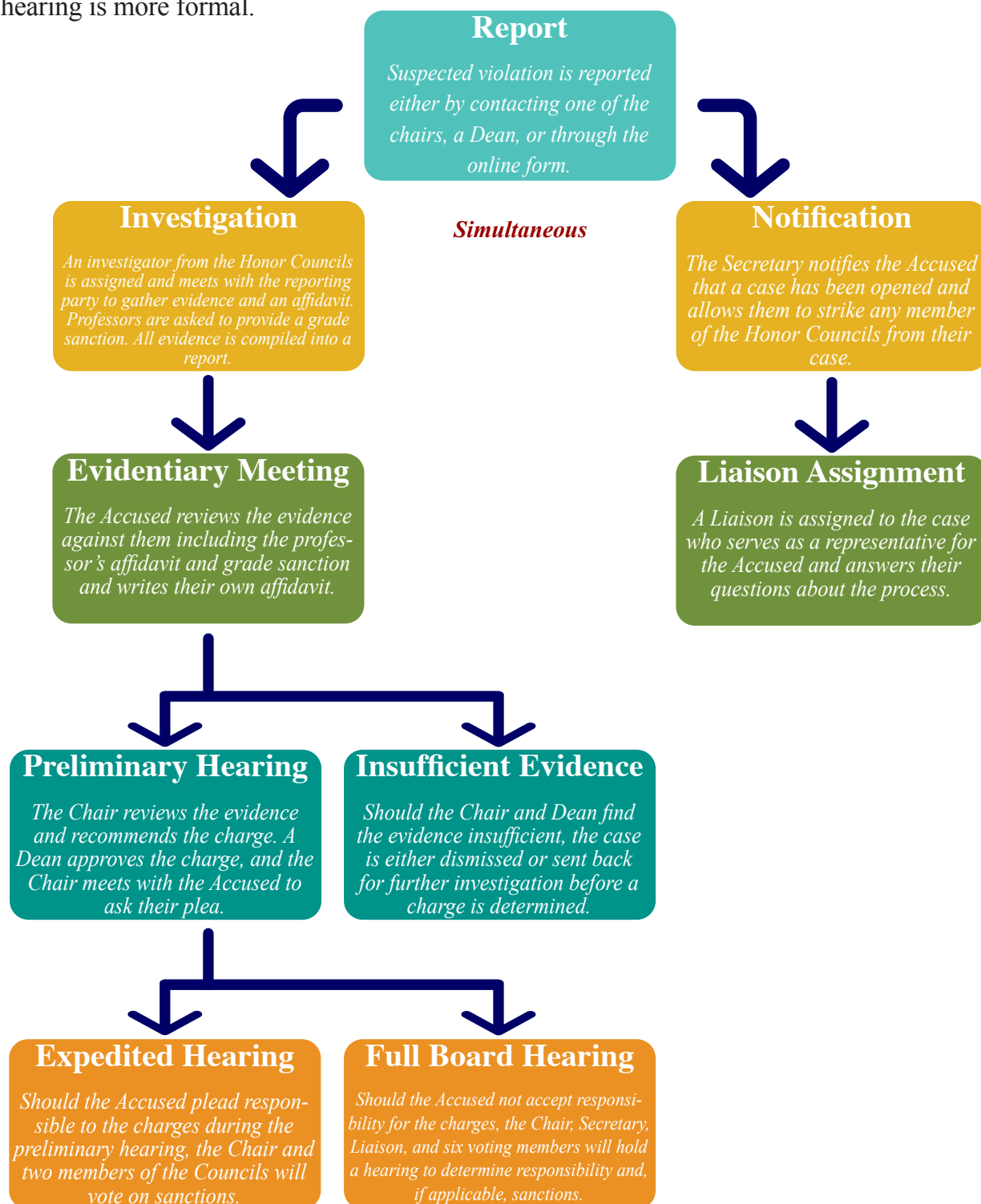
“A Richmond education prepares students for lives of purpose, thoughtful inquiry, and responsible leadership in a diverse world.”

- University of Richmond Mission

The fact of the matter is that integrity is requisite for every facet of life — accounting majors finding fraud, English majors providing reliable information, chemistry majors conducting ethical experiments, or computer science majors ensuring data privacy. The list goes on. As the faculty of our University, you serve as the most influential part of a Richmond education. In an environment of learning and opportunity, we must work together to send forth the students of tomorrow with the integrity they need for success.

How the Process Works

The revised system, put into effect in January of 2020, creates a streamlined process that is easy for all involved parties to engage with. Once a violation is reported, one of the Chairs will email you that the case has been opened. We try to have each meeting in our process 3-5 business days apart, but this can vary depending on a student's response rate. You may communicate with the student at your discretion before, during, or after reporting a violation. The entire process is non-adversarial and student-led. In keeping with this spirit, evidentiary and preliminary hearings are casual meetings in a small-group setting while the full board hearing is more formal.



Reporting a Violation

All instances of potential Honor Code violations can be reported via the website of the [Honor Councils](#). Additionally, you can email [Dean Mia Reinoso Genoni](#) or [Dean Joe Boehman](#) directly to file a report.

**Report a Violation
Now**

The Two-Strike System

At UR, we have a two-strike system. The process of the Honor Councils is meant to be rehabilitative. We believe that students should have the opportunity to learn from their mistakes and therefore treat the first violation as an educational process. Accordingly, if the student is found responsible of a second violation, they typically face expulsion from the University. In order to foster a consistent educational experience for all students, it is crucial for professors to report suspected violations of the Honor Code. By doing so, you assist the Honor Councils in our mission of creating a community that upholds the highest standards of academic integrity.

Your Syllabus

Your course syllabus serves as an important piece of evidence examined at a trial. Stressing the importance of the Honor Code to our campus, but also specifically to your classroom, will encourage an environment of academic honesty. Your syllabus does not need to cover every possible action a student could take that would be considered a violation, but setting clear expectations for completing work in your class is crucial. We also recommend outlining potential repercussions of violating the Honor Code in your class. To assist you and provide some inspiration, we've included some examples of well-written Honor Code sections of syllabi that we have seen.

Examples of Syllabi

This course is taught in accordance with the University of Richmond Honor Code, which can be accessed [here](#). Discussion of exam and quiz content is prohibited. I expect all work to be submitted on time. You are encouraged to collaborate on homework and problem sets, but each student must contribute work to the group. In my class, cheating includes, but is not limited to, viewing another's work, with or without their consent, or duplicating any portion of it. Being found responsible of an Honor Code violation will result in the failure of this course. If you ever have any questions, please do not hesitate to ask me before you act. There are many resources, including me, that you can access to avoid violating the Honor Code. For example, the Honor Councils website can be accessed [here](#).

I expect everyone to treat others, and themselves, with respect in my classroom. This includes respect for the work that you turn in. This course is taught in accordance with the University of Richmond Honor Code, which can be accessed [here](#). Essays are expected to be your own work; plagiarism will not be tolerated. Being found responsible of an Honor Code violation will result in a 0 on the assignment, but I reserve the right to adjust this outcome dependent on the nature of your violation. If you ever have any questions, please do not hesitate to ask me before you act. In the event that you are having any troubles with, or outside of, my course, I encourage you to come and speak to me. Violating the Honor Code is never the right option — we can always work through a solution together. Additionally, the library guide for citing sources can be accessed [here](#) and the Honor Councils website can be accessed [here](#).

Sanctions

When reporting a violation of the Honor Code, an Investigator will ask you to submit a grade sanction along with your affidavit in the event that the student is determined responsible. Should you choose to, you may condition your sanction based on how the student pleads, defer on providing one until you hear suggestions from the Hearing Board, or speak to the student's College Dean. Below are some common examples.

Grade Cap

Setting a maximum grade for the course that the student can achieve, regardless of their current or future grades.

Assignment Failure

A failing grade or a grade of 0% on the assignment on the singular assignment on which the student allegedly violated the Honor Code.

Grade Reduction

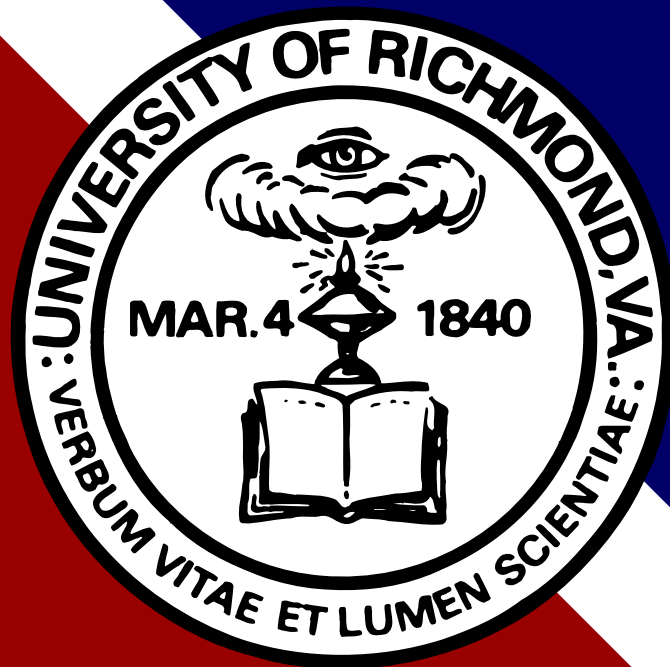
Reducing the student's grade on either the assignment or the course by a set amount.

Course Failure

A letter grade of an F for the course.

Conclusion

We hope this guide has been informative and we appreciate the time that you've taken to read it. We want to reiterate that it is important to report every potential violation in order to foster the environment of student accountability that is integral to the character of this University. We understand the gravity of filing a report, but our process is one that seeks to educate our peers and is tailored to their specific needs. This educational aspect is the most important part of our process, and it starts with your support. Thank you so much — we could not do this without you.



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