

# UNIVERSITY OF RICHMOND HONOR COUNCILS

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## *New Student Honor System Handbook*

2016-2017

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**\*\*In order for you to continue at the University, you must pass the Honor System test. To prepare, look over the handbook information and go through the online study guide: [http://prezi.com/nocxnbxlxswj/?utm\\_campaign=share&utm\\_medium=copy](http://prezi.com/nocxnbxlxswj/?utm_campaign=share&utm_medium=copy), then complete the pre-test on pages 8-9.\*\***

### **Introduction**

The purpose of this handbook is to provide a student guide to the Honor System. The Honor System is maintained by students to enforce the highest standards of academic integrity at the University of Richmond. This integrity is upheld by maintaining a personal sense of honor while encouraging others to assume similar ideals. Each student benefits from the System because it creates an atmosphere of trust. The campus community assumes each student holds honor and integrity in the highest esteem unless his or her actions prove otherwise. To enjoy the benefits of the System, every student must accept the responsibility to neither violate the Honor Code nor tolerate others' violation of the Code.

The Honor Council at the University of Richmond was created by students for the benefit of the student body. The Honor System is not a system of laws created by the faculty and administration, but a way of life desired and accepted by each student. Students must realize that they are a vital part of the System, and failure to support the System not only hurts themselves, but also the credibility of the University from which they will graduate.

The Richmond College and Westhampton College Honor Councils function together within the framework of the University Honor Code Statutes. These statutes include a list of violations and possible sanctions, as well as the procedures that the Councils and the student body must follow.

The University of Richmond Honor Councils encourage you to read this handbook and to become a vital part of the Honor System by upholding it in *everything* you do. The Honor System at the University of Richmond will provide you with a sense of integrity that will last your lifetime. If you have any questions, concerns or comments, please talk to a member of the Richmond College or Westhampton College Honor Councils.

### **Contact Information**

	Westhampton College	Richmond College
Honor Council Chair	Alexandra Abreu	Benjamin Kornegay III
Residential College Dean	Dr. Mia Reinoso Genoni	Dr. Joseph Boehman

## The Honor Pledge

Each coordinate college holds a traditional ceremony at which new students sign the Honor Pledge. For Richmond College, the ceremony is the Investiture Ceremony; and for Westhampton College, it is Proclamation Night. The student signs an abbreviated version of the following pledge.

*I, \_\_\_\_\_, having a clear understanding of the basis, spirit and interpretation of the Honor System whereby our college community is governed, pledge my personal honor that I will uphold the standards of honesty and responsibility in all areas of college life, both academic and social. I will do all in my power to make the ideal of honor, in its highest sense, prevail among my fellow students. If at any time I should violate either the letter or the spirit of this pledge, I shall accept the full responsibility for myself.*

The student's signature on this pledge is a binding contract throughout the years of his or her enrollment at the University of Richmond. This contract allows those involved with the University—fellow students, faculty, and administrators to assume honorable behavior and a sense of integrity from students at all times. Before students sign this pledge, they are required to make themselves aware of the expectations and responsibilities inherent in the Honor System. Each student is assumed to know what behavior constitutes an Honor Code violation and how to avoid such behavior. **Ignorance is not an excuse for violating the Honor Code Statutes.** The Honor Councils administer a test for all first-year and transfer students to facilitate this learning process. You must pass this test in order to remain at the University of Richmond.

The shorter Honor Pledge reinforces and signifies a continued adherence to the basis, spirit, and interpretation of the Honor Code. The Honor Councils and your professors expect you to include the entire shortened pledge on every assignment you submit for a grade. The shortened pledge reads:

*I pledge that I have neither received nor given unauthorized assistance during the completion of this work.*  
[Student's Full Signature]

While the Honor Pledge is implicit in your enrollment at the University of Richmond, signing the shorter pledge acts as a reminder and a continual reinforcement of the student's pledge to uphold the System and its standards in all areas of academic work.

## Procedures

Any person who has committed a possible violation of the Honor Code or suspects that a possible violation has been committed must contact the appropriate Honor Council Chair or Residential College Dean within five class days of the suspected violation or within ten class days in the case of plagiarism. Self-regulation is the responsibility of all students and is vital to ensure the effectiveness of our Honor System.

Should a student witness a possible violation in the presence of others, he or she should attempt to secure witnesses to the act without arousing the suspicion of the student or students in question. Should it be feasible to do so, the professor involved should be informed so that any materials (tests, notebooks, scratch work, books, etc.) related to the act may be used as evidence. Such materials are invaluable in ascertaining whether or not the student did indeed violate the Honor Code. Students are expected to maintain silence about a case before, during, and after the hearing regardless of the outcome unless the information is pertaining to an open hearing. To disclose information concerning the case is a violation of the Honor Code.

There is an established procedure followed in any case brought to the attention of the Honor Council. Once a case has been reported, one of the Chairs of the Council, the RC and WC Marshal, and at least two Council members designated by the Chair form a Pre-Hearing Review Board (PHRB). The PHRB determines whether there is sufficient evidence to warrant a decision by a full Hearing Board. This board makes no determination as to whether the student is responsible for the violation or not. It is not the responsibility of the student or faculty member who reported the possible violation to determine if there is enough evidence to warrant a hearing. If the PHRB establishes that there is insufficient evidence to warrant a hearing, the matter is concluded and all related materials are destroyed.

If the PHRB does decide that there is sufficient evidence to warrant a hearing, that hearing must take place within fifteen class days of the Board's decision. The individual who reported the violation will be required to participate in the hearing, either in person or through an affidavit, and will be notified of the scheduled date, place, and time of the hearing. An accused student may choose any full-time undergraduate student at the University to serve as his or her Honor Advocate. If the student does not choose an Honor Advocate, the Chair assigned to the case will appoint a member of the Honor Council to serve in this role. It is important to remember that an Honor Council Hearing is not a court of law. It is a Hearing Board comprised of your peers, whose duty it is to uphold the University of Richmond's Honor Code Statutes.

### **The Role of the Faculty**

One of the many advantages of the University of Richmond's Honor System is that it promotes a relationship of trust between faculty members and students. The faculty supports the Honor System by reminding students of the existence and importance of the System and how it may pertain to their individual classes. Faculty members also form a support system by acting as witnesses in Honor Council proceedings, reporting suspected violations, and maintaining a level of trust in their dealings with students. The continuing support by our faculty is vital to the proper functioning of the Honor System. You can help maintain this support by acting honorably.

### **Violations**

The Statutes of the University of Richmond Honor Councils specify the following seven violations that the Honor Councils may adjudicate. These Honor Code Statute violations are the sole basis for the Councils to hear cases and to render decisions of guilt or non-guilt. The following violations are not arranged by degree of seriousness. All violations of the Honor Code Statutes are, in themselves, considered to be equally significant offenses.

*The following shall be deemed Honor Code violations and shall be the sole basis for reporting cases to any Council and for a finding of guilt by any Council:*

- a. **Cheating** - Cheating is the submission or attempted submission of work that is not one's own or that violates a professor's instructions for the work to be considered for a grade or credit.

One must intend to submit the work for an act to be considered cheating.

Cheating may occur without one understanding that one's actions constitute cheating.

In collaborative assignments, "work" shall be defined as each individual's contribution to the assignment.

Cheating includes, but is not limited to, such actions as:

- (1) The giving of unauthorized aid.
- (2) Unauthorized use of knowledge of the contents of present tests.  
"Knowledge of the contents" is defined as communication about the test

- with students who already have completed it or examination of the test paper itself.
- (3) Use of or attempted use of unauthorized notes or tapes before submission of a test.
  - (4) Unauthorized use of an electronic resource beyond the use expressly permitted by the professor or other responsible authority.
  - (5) Use of testing materials from past testing periods when expressly prohibited by the instructor.
- b. Plagiarism - Plagiarism is the presentation, oral and/or written, of words, facts, or ideas belonging to another source without proper acknowledgment. In collaborative work, “presentation” constitutes each individual’s contribution to the assignment.
- c. Lying - Lying is the making of a statement that one knows is false with the intent to deceive.
- It includes, but is not limited to, such actions as:
- (1) Lying to faculty, administration, or staff of the University community in order to gain an academic advantage.
  - (2) Falsifying any University paper or electronic record by mutilation, addition, deletion or forgery.
  - (3) Lying to any Honor Council member in case-related matters.
- d. Academic Theft - Academic theft is the unauthorized removal or mutilation of academic materials, which may deprive or prevent others from having equal learning opportunities. Such materials include, but are not limited to print, film, tape, and electronic databases.
- e. Disclosing Honor Council Information - Disclosure is the release of any information about Honor Council cases beyond that specified by Article 18, Section 1, unless the information pertains to an open hearing.
- f. Registration Irregularity - Registration irregularity is any violation of registration procedures designed to gain an advantage relative to other students.
- g. Failure to Report an Honor Code Violation (Toleration) - Toleration occurs when a student has knowledge of or is witness to an act of another student thought to be in violation of the Honor Code and does not report it.

*The Richmond College and Westhampton College Honor Councils shall also hear cases involving a combination of social and academic offenses and cases in which the distinction between social and academic violations is not clear.*

### **Statement on Plagiarism**

All academic work, written or otherwise, submitted by a student to fulfill a course requirement is expected to be the result of the student’s own thought, research, or self-expression. A student will have committed plagiarism if the student has reproduced someone else’s work without acknowledging its source. The subtle nature of plagiarism, however, requires some additional attention in order to alert all students to the problem and to aid them in avoiding this violation. First- year students and seniors alike are subject to the mistake of plagiarism.

According to the MLA Handbook for Writers of Research Papers, Theses, Dissertations (New York, Modern Language Associations, 1977):

"Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use other person's words and thoughts, they must be acknowledged as such."

Alexander Lindley summed up the meaning of plagiarism best when he described what he termed "the false assumption of authorship" as "the wrongful act of taking the product of another person's mind and presenting it as one's own."

In light of these observations, when using research sources one should keep the following primary rule in mind: if you are not sure whether to use a footnote or not, please do so to avoid giving the impression that you have plagiarized. There are, however, three occasions when footnotes or quotations are not necessary: (1) when the information is common knowledge (such as the fact that Washington was the first President); (2) when information is known to you (such as a fact that you know only because you happen to have above average knowledge on the subject); and (3) when you have information which you knew but forgot until you read it again (for example, that Thomas Jefferson was the author of the "Notes on Virginia"). Remember, however, that all other material should and must be footnoted.

### **Rights of the Accused**

*Under the Statute of the Honor Code of the University of Richmond, the accused shall have the following rights:*

- a. To have the written charge(s) presented to him/her personally at least 72 hours before the hearing by the Secretary or the Secretary's appointed representative.
- b. To choose an open or closed hearing subject to Chapter VI, Article 7, Section 8. If the accused is one of two or more students accused of related violations and any of the accused desire a closed hearing, all hearings regarding the related violations shall be closed. The Chair shall determine whether or not cases are related. Should the accused choose an open hearing, any appellate hearing arising from the original hearing shall automatically be open.
- c. To ask any full-time undergraduate student of the University to serve as Honor Advocate during the hearing and to assist in matters of rights and procedures. If the student does not choose an Honor Advocate, the Chair shall appoint an Honor Advocate for the accused as described in Chapter VI, Article 7, Section 4 of this document. The Honor Advocate shall have access to records of the case being heard, and shall be allowed to question witnesses during the hearing. An accused student may secure the advice of an attorney, but the student may not have the attorney present at any hearing, including an appeal.
- d. To have a minimum of seventy-two (72) hours to prepare a defense before the beginning of the hearing. The accused has the option to waive this right. The accused may request an extension of this period. The request must be approved by the Chair.
- e. To not be heard regarding two unrelated violations in the same hearing, and not be heard regarding one violation, and found guilty of another, without the same opportunity to defend himself/herself against any other charge.
- f. To be heard separately when the accused is one of two or more students involved in related violations.
- g. If found guilty, to be allowed to present a written request for appeal to the University Honor Appellate Review Committee.

- h. To be allowed to attend classes and participate in any University function until a sanction of suspension or expulsion is approved by his or her Dean. A student shall retain this right of access as long as the appeal is pending.
- i. To be allowed to call witnesses, to be present during the hearing for the testimony of all witnesses, and to be allowed to question them at the hearing concerning their testimony.
- j. To testify in his/her own behalf or to refuse to do so.
- k. To not have evidence of or reference to any previous charge(s) against the accused, of which he/she was found not guilty, made at the hearing. Evidence of or reference to any previous findings of guilt should be made during deliberations after the accused is found guilty of the charge under consideration.
- l. To seek counsel with the Chair of the Honor Council or the Council's advisor regarding the status of the accused student's case.
- m. To not suffer financial penalty if the hearing occurs after the class registration add/drop period in the full semester following that in which the violation occurred.

### **The Graduated Sanction System**

The Honor Councils operate under a graduated sanction system. In such a system, it is each Hearing Board's responsibility to assign an appropriate sanction upon a finding of Guilt.

- 1. Any student who is found guilty of an Honor Code violation shall automatically be placed on Honor Probation. Upon a finding of guilt for a violation committed while on Honor Probation, the student shall be expelled from the University. Honor Probation remains in effect until graduation.
- 2. Any student who is found guilty of an Honor Code violation shall have a written letter of reprimand placed in his or her permanent file in the Dean's Office of his or her respective residential college that censures the unacceptable and/or inappropriate action in writing. This record shall be held in accordance with the Record Retention Policy as per Chapter VII, Article 12, Section 2 of the Honor Code Statutes.
- 3. Upon a finding of guilt, the Honor Councils shall give any of the following sanctions or combination thereof:
  - a. Loss of Academic Credit - Recommendation of any grade including, but not limited to, a failing grade on the assignment in the course to which the violation relates or in all courses in which the student is enrolled at the time of the violation. Any grade-related sanction is only a recommendation to the professor, who makes the final decision.
  - b. Suspension - Suspension may be any period of time from one semester, including the summer, up to three years. The Councils may recommend that the student receive failing grades in any or all of the courses in which the student is enrolled at the time of violation. The Hearing Board will specify the time period for which the suspension will be in effect.
  - c. Expulsion - Permanent separation of a student from the University of Richmond.
- 4. The Councils may elect to set aside a part of a sanction or to substitute another sanction that it feels is more appropriate to the offense.

## HONOR COUNCIL MEMBERS

### Westhampton College

### Richmond College

Alexandra Abreu	<b>Chair</b>	Benjamin Korngay III
Alexis Fennel	<b>Secretary</b>	Robbie Lagan
Sarah Abel	<b>Marshal</b>	Ryan Foster
Liz Nigro	<b>AC Education</b>	Matt Isenberg
Emily Vogt	<b>AC Special Projects</b>	Mike Ray
	<b>Treasurer</b>	
Molly Adamscheck	<b>Seniors</b>	AJ Accomando
Meghan Hines		Iakavos Anastakis
Jenny Kaplan		Max Bernstein
Casey Koko		Tyler Britt
Meghan Roberts		Brian Dowd
Lindsay Schneider		Christopher Miller
Samantha Sholes		Duncan O'Connor
Natalie Swanson		Ken Rende
Jessica Westberry		Patrick Somers
Anna Walker		
Naomi Allen	<b>Juniors</b>	Alexander Balsamo
Emily Baer		Nicholas Campbell
Megan Barsella		Connor Flanagan
Lindsay Duignan		Ian Gallagher
Aheema Gazi		Byonghou Lee
Caitlin Greene		Dylan McAuley
Erin Kneeley		Benjamin Schwartz
Haley MacCormack		
Elizabeth Meyer		
Tess Munoz		
Madison Nguyen		
Nella Gray Schools		
Dalton Tuggle		
Alexis Blake	<b>Sophomores</b>	Nick Algeo
Jesse Conway		Christian Berardo
Hope Cummins		David Brown
Hannah Dunn		Clay Campbell
Wallis Key		John Cavaliere
Catherine McNamara		Nick Duncan
Mariah Mowbray		Andy Hunt

Marshea Robinson  
Sam Schwartzkopf  
Sonya Smith  
Emily Stubblefield  
Hannah Wolfe

Miller Joyce  
Mason Little  
Jacob Plott  
Thomas Vanderbeek

**Honor System Pretest**

**Student Name:** \_\_\_\_\_

**Orientation Advisor:** \_\_\_\_\_

**1. Write out the “shortened” honor pledge, which is written on all University assignments:**

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\_\_\_\_\_

**2. List the seven types of Honor Code violations, and define three.**

**1.**

\_\_\_\_\_

**2.**

\_\_\_\_\_

**3.**

\_\_\_\_\_

**4.**

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**5.**

\_\_\_\_\_

**6.**

\_\_\_\_\_

**7.**

\_\_\_\_\_

*i.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*ii.*

\_\_\_\_\_

\_\_\_\_\_

*iii.*

\_\_\_\_\_

\_\_\_\_\_

**3. What is the difference between paraphrasing and plagiarism?**

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\_\_\_\_\_

**5. The University of Richmond has a two-strike honor system. What happens after receiving one strike?**

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6. *What are three possible Honor Code sanctions?*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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*Thank you for completing the Honor Code pre-test. Study this sheet and best of luck on the final assessment!*