# UNIVERSITY OF RICHMOND HONOR COUNCILS
# Honor Violation Process Flowchart

**REPORT**
Suspected violation is reported either by contacting one of the chairs, a Dean, or through the online form.

**INVESTIGATION**
An Investigator is assigned and meets with the reporting party to gather evidence and affidavit. Professors are asked to provide a grade sanction.

**NOTIFICATION**
The Accused is notified that a case has been opened. The Accused is allowed to strike any member of the Honor Councils from their case.

**LIAISON ASSIGNED**
A Liaison is assigned to represent the Accused and answer their questions about the process.

**EVIDENTIARY MEETING**
The Accused reviews all evidence from the investigation. The Accused submits their affidavit.
All evidence is compiled into a report.

**INSUFFICIENT EVIDENCE**
Should the Chair and Dean find the evidence is insuffient, the case is either dismissed or sent back for further investigation.

**REVIEW OF CHARGE(s)**
Chair reviews report and recommends the charge(s). The Dean reviews report and charge recommendation and approves charge(s).

**PRELIMINARY HEARING**
Chair meets with Accused to review report and ask the Accused for their plea.

**EXPEDITED HEARING**
Should the Accused plead responsible for the charge(s) at the Preliminary Hearing, the Chair and two Council members will vote on sanctions.

**FULL BOARD HEARING**
Should the Accused plead not responsible, the Chair will convene a Board Hearing. Six voting members will determine responsibility and sanctions (if applicable).

**APPEAL PROCESS**
Please see Article X of the Honor Code.

**REVIEW AND CERTIFICATION**
The Dean reviews the materials from the hearing, and certifies the findings and sanction (if applicable). Dean sends letter to Accused and Professor.

PLEASE NOTE: This flow chart does not include the Administrative Hearing process. Please see Article VII of the Honor Code.

last update: June 2025