

If the student is challenging the matter, the Council will investigate the report and, if a hearing is warranted, the Chair will contact you to arrange a convenient time, date and location for the hearing (participation via Zoom is permitted).

What happens at a Panel (hearing)?

A panel begins with the student offering a response to the allegation and making introductory remarks to the panel. The panel then asks you to offer information, including how the incident came to your attention and what factors led you to submit your report (you may appear by Zoom if unable to appear in person). Following your statement, the investigator, the student, and panel members may ask questions to gain a full understanding of events. We encourage you to remain for the duration of the process, as questions may arise during the student's presentation, although you may leave at the conclusion of your testimony if you wish.

Am I ruining the student's life by reporting?

Our system takes a developmental and educational approach—we apply "compassionate accountability." Last year, 90% of cases resolved without a separation from school. We encourage you to report even the minor issues so we can engage with the student to identify root causes and assist them in learning and adjusting their behavior to avoid escalation.

Will I know the outcome?

Honor Council procedures prevent the student members from sharing the outcome of the proceedings with faculty members; however, a SARP staff member will contact you, generally within two business days, to inform you of the outcome of the case. The staff will inform you whether the student plans to appeal, and if so, will ask that you

withhold imposing any grade penalty until the appeal period has passed.

What grade should I assign the student?

If the student is found responsible for academic dishonesty, you retain the ability to assign the student's grade. The panel will recommend a grade consequence, but it is your decision as to what the student's final grade will be.

How can I find out more about the Honor Code and Honor Councils?

Please review information on the honor system website <http://www.wm.edu/honor>. There you will find helpful information about establishing a climate of honor in your classroom, Honor Council case outcomes, and how to respond to potential violations.

How can I get involved?

Join the Honor Faculty Liaisons! We aim to have at least one faculty member per department serve as a peer liaison to provide their peers with accurate updated information about the Honor Code, provide advice and resources regarding prevention, answer questions, and help advise faculty who may be dealing with a violation in their course. Please email us if you are interested.

For questions or for more information, please contact:

Student Accountability & Restorative Practices
383 Sadler Center
(757) 221-2509
sarp@wm.edu

The Honor Code and Honor System

Information for Faculty



**WILLIAM
& MARY**

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*"Focusing on students,
service, and success."*

Fall 2024

Introduction

The Honor Code, one of the university's oldest traditions, dates back to at least 1779. The Code establishes a set of values congruent with academic and personal excellence and building a strong community. The Council is advised and supported by the SARP staff.

The Honor Code and process are available in the current *Student Handbook* (<http://www.wm.edu/studenthandbook>). The information provided here is provided to help you understand the Honor System and available options.

What is "cheating" under the Honor Code?

Cheating includes, but is not limited to plagiarism, unauthorized aid or collaboration, use of unauthorized materials, unauthorized dual submission of a previous work, violating time constraints, and violation of the instructor's directions regarding completion of assignments/tests.

How can I prevent cheating in my courses?

First, discuss the concept of academic integrity and how the concept applies to your course and in your discipline. According to research conducted by the Center for Academic Integrity, ***faculty involvement is the most effective tool for encouraging students to behave ethically in the academic environment.***

You can help prevent cheating by clearly informing students of your expectations regarding collaboration on assignments, citation, use of AI, and other applicable resources. Discuss the Honor Code and your expectations regarding work submitted in your course. Be sure to include language on your syllabus reminding students about the

Honor Code and be specific as to what students can and cannot do when completing academic assignments. We provide model syllabus language and other tips are available in our "Resources for Faculty" section of our website www.wm.edu/honor.

What should I do if I suspect cheating in my course?

First, faculty members who suspect cheating must speak with the student regarding the "nature of the alleged violation, and request an explanation." Responses from students vary: the student may provide you an explanation that adequately satisfies you that no violation has occurred, the student might acknowledge responsibility for the suspected violation, or the student might deny the violation.

What if I still think the student violated the Honor Code?

If the student does not explain their actions to your satisfaction, or the student declines your offer to speak, you must formally notify the student of your suspicion and report the matter using our online report form: www.wm.edu/deanofstudents/report. We welcome you to call us or consult our website for more information (see our Faculty FAQ's for more information and guidance).

For first-time minor violations involving undergraduate students, the Code provides an opportunity for "early" resolution that allows the instructor and student to resolve certain first-time violations without an investigation and hearing (the process requires you to contact SARP in advance in order to confirm the student's eligibility).

Serious violations and/or subsequent minor violations must be forwarded to the Council for review and resolution. Depending on

whether the student accepts responsibility, the Council may resolve the matter informally without a hearing.

Must I report a violation?

The Provost has directed that the faculty must use the honor system to resolve any allegation of academic misconduct. Faculty members are required to refer students to the Honor System to ensure consistency, provide a neutral review process, and produce a learning opportunity for students.

Reporting also provides us the opportunity to identify and address the factors that have contributed to the student's actions. Our system is primarily focused on growth and development and early intervention is critical. While it may seem counterintuitive, it is important to report the relatively minor infractions so we can intervene with learning opportunities and help the student develop skills to avoid recurrence.

What happens during an investigation?

If your matter cannot be resolved via the informal options available, members of the Council will contact you in the days after you file your report. Members will meet with you to discuss the allegation, learn more about the circumstances surrounding it and ask clarifying questions.

Will there be a hearing?

It depends, but usually not (94% of cases resolved last year without a hearing). If the student is not challenging the allegation, it is likely the matter will be resolved via Informal Resolution or Early Resolution (if the student and situation are eligible and the instructor and student come to agreement).