

## Step-by-Step Honor System Procedures

Although these procedures are written for ease in understanding the step-by-step procedure when an allegation of Honor Pledge violation occurs, the Honor System constitution/web site home page is the official document followed. Due to possible conflicts in the schedules of all those involved in an Honor System case [Reporter, Alleged Violator (AV), Case Investigator (CI), Hearing Panelist (HP)] some delays are inevitable and unavoidable. **The Honor System staff makes every effort to address cases in a timely manner. The steps below are guidelines to follow.**

### Step 1

A student or faculty member may call the Honor System staff for clarification on an alleged violation of the Honor Pledge. The student or faculty member then becomes the Reporter of alleged Honor Pledge violation. A student Reporter may notify his or her instructor OR the Honor System director directly. If the Reporter decides an alleged violation has occurred, the Reporter completes the Honor Pledge Violation Report form found on the Honor System web site and sends it (electronically or through Campus mail) to the Honor System office in 215 Fairchild Hall. This report becomes a part of the Case file. Even if a faculty Reporter chooses to continue autonomously investigating and adjudicating the alleged Honor Pledge violation, a report is made to the Honor System. At this point, the faculty member also notifies the student of the allegation, the sanction, AND the right to contest the allegation to the Honor System office. If the student does not contest the allegation, the case is closed.

### Step 2

The report from the faculty member is filed in the physical and electronic files of the Honor System office. The Director then writes a letter to the AV notifying him/her of the Honor Pledge Violation report, and the right to contest the allegation within 5 class days (10 calendar days) of the date of the letter. The AV is requested to make an appointment with the Associate Director in the Honor System office to review the Honor Pledge Violation Report form and to be apprized of his or her rights and responsibilities under the K-State Honor System. The AV has several options at this meeting:

- **1**-State that the report form has been reviewed--for those who will be involved in an honor panel hearing.
- **2**-Accept the report as filed, admitting to the Honor Pledge violation and taking responsibility, as well as accepting the sanction as consequence.
- **3**-Accept the report as filed, however adding a personal comment about circumstances involved. In this option, the student also admits the violation and accepts the sanction as consequence.
- **4**-Contest the allegation and ask for an Honor System investigation.

### Step 3

If a faculty Reporter directly refers (OPTION 2) the Case for an Honor System investigation, the Director issues a Case number and sends the AV a letter. It is in the AV's best interest to follow all directions in the letter. The AV is requested to make an appointment with the Assistant Director to review the Honor Pledge Violation Report form in the Honor System office. At this meeting the AV is also given the contact information of a member of the Honesty & Integrity Peer Educator (HIPE) to serve as an advisor.

### Step 4

From the body of the Honor Council, the Director appoints one student and one faculty CI. The Director schedules a meeting with both CIs and the Reporter(s).

**The following Steps 5 and 6 may occur in any order, but usually occurs with Step 5 first.**

### Step 5

The CIs meet with the Reporter to gather information. Supporting information is shared. Faculty reporters are asked to furnish syllabi and assignment guidelines and any materials that help clarify the Case. The Reporter may offer the names of others who have knowledge that could clarify the Case. It is critical that all communication remain confidential.

### **Step 6**

The CIs meet with the AV to gather information. The CIs may also meet with other persons who have information about the case. The AV may give the CIs names of persons who may have clarifying information about the Case.

### **Step 7**

The CIs write a standard report summarizing all interviews conducted. The CIs determine whether there is sufficient information to support a violation of the Honor Pledge. If not, the CIs so inform the Director. If the CIs determine there is sufficient information, their report recommends that the Case continue to a hearing panel. The CIs send this report to the Director. The report becomes a part of the Case files.

### **Step 8**

The Reporter(s), AV(s), Chair and members of the Hearing Panel all receive an advanced copy of the Case in preparation for the Case hearing. The Director furnishes a script for the hearing procedure.

### **Step 9**

The Associate Director selects six members of the Honor Council to serve as a Hearing Panel. The Hearing Panel is comprised of three student members and two faculty members. These five members are voting members. A sixth member is selected as a non-voting Chair. The Chair position alternates between student and faculty Honor Council members.

### **Step 10**

A hearing date and time is set. All parties are notified and Hearing Panel members inform the Honor and Integrity Office if there are any conflicts of interest. The Case hearing is usually held between 4-7pm on Monday, Tuesday, and Thursday evenings in an unpublicized location on campus.

### **Step 11**

Hearing Panel members listen to all information and then deliberate in private. The Chair then announces the results to those present at the conclusion of the hearing. All decisions by the Honor System Honor Council Hearing Panels are binding on all parties.

### **Step 12**

The Director notifies the AV in writing of the Hearing Panel decision within 48 hours. If the AV is found in violation and sanctioned an XF, or if the AV is sanctioned to take the Development and Integrity course, he or she should contact the Assistant Director in the Honor System office at 215 Fairchild for further instructions.

### **Appeals**

The student found responsible for an Honor Pledge violation has three (3) days to appeal the decision of the Honor Council panel on the basis of substantial new information. The student found responsible for an Honor Pledge violation has three (3) days to appeal the decision of the Honor Council panel on the basis of procedural irregularities. Both types of appeals are made in writing to the Director of the Honor System.