



Academic Honesty

The following information is excerpted from the *Webb Institute Student Organization Handbook*, 2019, p. 29-39:

Article VIII: Honor System

SECTION 1: HONOR SYSTEM

Every member of the Organization shall be called on his or her honor to abide by the following Honor Code:

- *“Be no part of any lying, cheating, stealing, or any other action that can be considered a breach of honor.*
- *Abide by the Constitution, By-Laws, and other rules of the Organization. Respect the rights of others and conduct himself/herself as a gentleman or lady at all times.*
- *Answer all summonses of the Administration and Faculty.*
- *Make all possible efforts to preserve all property on campus and report any damage or loss of such property.*
- *Ensure that any violation of the Honor Code is reported.”*

Paramount to the quality of student life under the Honor System is respect and courtesy for all others. Students should respect the privacy and rights of others at all times. It is with this in mind that each student has willingly pledged to live by the rules of this Constitution.

Every Webb student should regard the school as their home and be guided accordingly. Every student should quickly familiarize himself with all rules of safety and the rules and notices having to do with the Administration of the school. The student should ask the S.O. President or the Honor Council Chair about any activities of which he or she is uncertain.

The decisions of the Student Court and Honor Council are based on the Constitution, Bylaws, and Administrative Instructions. The General Information section should also guide these decisions.

The Honor System is made up of two sections, that of the Honor Code and the Conduct Code.

SECTION 2: HONOR CODE

The violations of the Honor Code are lying, cheating, and stealing. Plagiarism and violations of confidentiality each constitute a violation of the Honor Code. Members of the Organization are entirely responsible for the act of, witness of, or knowledge of these violations.

Honor Code violations are considered the highest possible offenses in which a Webb Student can engage. If a Member commits any of these offenses, he or she should report himself immediately to the Honor Council Chair. If a Member witnesses or becomes aware of any Honor Code violation of another Member, he or she shall first ask the offending Member to report himself. If the violation is not brought to the attention of the Honor Council Chair within a reasonable timeframe (nominally 24 hours), the witness shall inform the Honor Council Chair of the violation.

SECTION 3: CONDUCT CODE

All rules administered by the Organization that do not fall under the Honor Code shall be included in the Conduct Code. Members are responsible for reporting their own Conduct Code violations. In addition, each Member is expected to use his or her best judgment to ensure that other Members do not participate in activities that threaten themselves, others, or Webb Institute. An effort should first be made between the accused and the accuser to resolve infractions independently before bringing the issue to the Student Organization. If the matter is not settled independently to the satisfaction of both parties, it is to be brought before the Honor Council Chair.

SECTION 4: HONOR PLEDGE

The Honor Council Chair shall administer the following Honor Pledge to all members:

“I, (Full Name), do pledge to abide by the Constitution and By-Laws of the Student Organization of Webb Institute. I do so willingly in order to further my professional development and foster an environment beneficial to myself and my fellow student.”

This pledge is to be made by Freshmen and any readmitted students within the first two weeks of arriving at Webb Institute. A signed statement to the same effect shall be collected by the Honor Council Chair and maintained in the permanent records of the Honor System.

SECTION 5: STUDENT COURT

A. Duties

The Student Court shall consider and make findings on all Conduct Code cases referred to it by the Honor Council Chair in accordance with due process, detailed hereafter in Section 9.

B. Membership

The Student Court shall consist of:

The Honor Council Chair, who shall take office immediately after being elected in the general election meeting, and shall act as Chair of the Student Court.

Two members elected from each class by their respective class to serve during the course of the academic year.

If a member of the Student Court voluntarily withdraws himself from adjudication of a given case due to a conflict of interest, then his or her seat is to remain vacant during the resolution of that case.

C. Removal of Members

See Article III Section 6: Removal of Officers/Officials.

D. Procedure

Upon receipt of a Notice of Hearing from the Honor Council Chair, the Student Court shall convene at the appointed time and hold a hearing in accordance with due process, set forth in Section 9.

E. Records

Each decision of the Student Court shall be written down in a short paragraph explaining the reasons for its decision. This paragraph shall be found at the end of the minutes of the case. All records of action taken by the Student Court shall be permanent. The Honor Council Chair shall pass these records to his or her successor at the end of his or her term. Records of Student Court decisions shall be made available, in a redacted form, to the

Student Body. This serves to allow for knowledge of court decisions and, in the event of guilty, the punishment for the offense. The final decision to release any or all information in the records shall be at the sole discretion of the Student Court.

SECTION 6: HONOR COUNCIL

A. Duties

The Honor Council shall consider all breaches of honor in accordance with the due process detailed hereafter in Section 9. It shall act upon all cases referred to it by the Honor Council Chair and shall interpret the Constitution for matters concerning its decisions.

The Honor Council shall also act as a Court of Appeals for the Student Court.

B. Membership

The Honor Council shall consist of:

- Honor Council Chair
- One Senior Representative
- One Junior Representative
- Two Members-at-Large from any class or classes

All five members are to be elected at the general election meeting. With the exception of the Honor Council Chair, no member of the Student Court may be an Honor Council Member.

C. Removal of Members

See Article III Section 6: Removal of Officers/Officials.

D. Procedure

The Honor Council Chair shall present any breaches of Honor to the Council for its action. Upon receipt of a Notice of Hearing from the Honor Council Chair, the Honor Council shall convene at the appointed time and hold a hearing in accordance with due process, set forth in Section 9.

E. Records

All records of action taken by the Honor Council shall be permanent. Each decision of the Council will be written down as a short explanatory paragraph to be found at the end of the minutes of the meeting, such that this paragraph is present for future interpretation. The Honor Council Chair shall give these records to the successor upon leaving office. Release of any or all information in the records will be at the sole discretion of the Honor Council, however, decisions of the Honor Council will be subject to review by the Student Organization, for reasons of information, by a petition of half of all active Student Organization members. In the case of such a review, any records released must be redacted in order to protect the privacy and identities of the people or person involved, unless express written consent was previously obtained. The Honor Council may also release (or make available) these redacted records, unsolicited, at their discretion.

SECTION 7: FACULTY HONOR COMMITTEE

A. Duties

The Faculty Honor Committee shall act upon all cases referred to it by the Honor Council or appealed to it with the approval of the S.O. President. The Committee shall interpret the Constitution, By-Laws, and General Information for matters concerning its recommendations.

B. Membership

The Faculty Honor Committee shall consist of:

- Two Faculty Members recommended by the Dean and appointed by the S.O. President
- The S.O. President

The Honor Council Chair shall be invited to all Faculty Honor Committee meetings but will have no vote in any decisions made.

C. Removal of Members

If the individual or individuals involved in the violation believes the service of any member of the Faculty Honor Committee would be prejudicial to the Committee's impartial disposition of the matter, then a request may be made in writing to the S.O. President and the Dean that a replacement member of the Faculty Honor Committee be assigned.

Faculty members shall be replaced by selection of the Dean and approval of the S.O. President. The Vice President shall serve as the alternate student member of the Faculty Honor Committee.

D. Procedure

A joint meeting of the Faculty Honor Committee and the Honor Council will be held after the election of a new Honor Council each spring. The new Honor Council Chair will initiate this first meeting, while other meetings may be called by either the Honor Council Chair or by the Faculty Honor Committee Chair as necessary.

The Faculty Honor Committee will not involve itself in actions of the Honor Council. The role of the Faculty Honor Committee is to ensure that findings of the Honor Council are reasonable, and that due process has been observed during the proceedings for the issue at hand. Recommendations by the Faculty Honor Committee are taken under advice by the Dean and, ultimately, the S.O. President for final action.

Upon receipt of an Honor Council finding that recommends suspension or expulsion, the Automatic Review process, as set forth in Section 9, is initiated.

Upon receipt of an approval of Request for Appeal from the S.O. President, the Faculty Honor Committee Chair will issue a Notice of Hearing, hold the hearing, and issue findings in the timeframe detailed in Section 9. The Faculty Honor Committee then drafts a report that includes their findings.

E. Records

All records of Faculty Honor Committee decisions shall be permanent. Release of any material will be at the discretion of the committee members.

SECTION 8: DUE PROCESS

A. Private Notice of Hearings

All Members directly involved in a case before the Student Court or the Honor Council are to receive notice of the hearing, which will take place no less than two days and no more than ten administrative days, defined below, after the Honor Council Chair is informed of the case or approves the Request for Appeal. The minimum time requirement may be waived, in writing, by the Member in question.

Administrative days are defined as school days and weekends; these do NOT include holidays such as Thanksgiving Recess, Winter Recess, Spring Recess, Summer Recess, and any other three-day weekend. School closings due to natural disaster are not applicable.

All Members directly involved in a case before the Faculty Honor Committee that requires a hearing to be held are to receive notice of the hearing, which will take place no less than three days and no more than 21 days after the Request for Appeal is received by the S.O. President or, in the case of an automatic review, the hearing has been requested by the Faculty Honor Committee. The minimum time requirement may be waived, in writing, by the individual in question.

This Notice of Hearing is to be in the form of a memorandum and will contain the time and place of the hearing, a statement of the alleged infraction, a declaration of the student's right to counsel, and a description of the procedures to be followed in the hearing. If appropriate, a written statement from the involved parties may be requested. This notice is to be compiled by the Chair of the appropriate judiciary body.

B. Order of Conduct of a Judicial Hearing

1. Advisement of the Student's right to remain silent.
2. Presentation of evidence and witnesses against the student.
3. Cross examination of the accusatory evidence and witnesses.
4. Presentation of evidence and witnesses on behalf of the student.
5. Cross examination of the defense evidence and witnesses.
6. Recess or adjournment for deliberations and voting.

C. Notes on Conduct of a Judicial Hearing

A written recording of the proceedings is to be retained.

A recording of the deliberations need not be made, but the final vote should be included in the permanent record.

All hearings are to be closed unless otherwise specified by the Chair of the appropriate body. Court, Council, and Committee deliberations and votes are to be in private.

All votes are to be based on any new findings of evidence during the hearing and the written statements of the involved parties. These statements carry the weight that sworn testimony would in a court of law. Misrepresentation of what is subsequently deemed to be fact shall be considered to be a lie and thus further actionable by the Honor Council. All written statements are to be kept in permanent records with the hearing proceedings.

The proceedings of all hearings are to remain in the strictest of confidence. The records of actions taken in any given hearing are to be released only by the express written consent of all parties involved. If consent is granted, only a complete and unabridged version of the hearing records is to be made publicly available.

All records of previous hearings that would aid in making an informed decision are to be made available to any member of the appropriate judiciary body on request, at the Honor Council Chair's discretion.

D. Findings of Hearings

All hearing findings are to be made available in written form to all parties involved. A copy shall also be kept in the permanent records of the appropriate body. These findings shall include any recommendations for disciplinary action. Findings of the Student Court and Honor Council are to be made available to the S.O. President at the discretion of the Honor Council Chair.

Findings of the Faculty Honor Committee are to be made available to the S.O. President and to the Honor Council.

All findings are to be made available no more than three days after the conclusion of the appropriate hearing.

E. Appeals Process

All time measurements set forth in this section are understood to be calendar units of time. This means that weekend days and holidays are included, as well as regular business days.

Requests for Appeal must be in written form, and be based on the written decision, new evidence, or procedural error.

Requests for Appeal must be made within seven days of the issuance of the Student Court or Honor Council finding, except in a case involving suspension or expulsion as detailed below in Automatic Review. If substantial new evidence is presented after the standard timeframe has passed, a Special Request for Appeal may be made to the appropriate Officer. The statute of limitations for this request is until the original adjudicating body is no longer installed in office.

Requests for appeal must be acted upon by the authority to which the request was made within three days. If a Request for Appeal is denied, the Request for Appeal on the same grounds may be submitted to the next appropriate body, up to the level of the Faculty Honor Committee. The timeframe for Request for Appeal submittal is suspended while an appeal is being processed.

Decisions made by the Student Court may only be appealed to the Honor Council. In an instance in which a student feels a Student Court finding is unjust or excessively severe, the student may submit a written appeal, following the guidelines given above, to the Honor Council Chair. Upon approval of the appeal by the Chair, the matter is remanded to the Honor Council, which will proceed as set forth in Section 7.

Decisions made by the Honor Council may only be appealed to the Faculty Honor Committee subject to approval by both the S.O. President and the Institute President. In an instance in which a student feels an Honor Council decision is unjust or excessively severe, the student may submit a written appeal, following the guidelines above, to the Honor Council Chair and the S.O. President, explaining the reasons for such a belief. S.O. President will then consult with the Institute President. Upon approval of the appeal by both the S.O. President and the Institute President, the matter is then remanded to the Faculty Honor Committee, which will proceed as set forth in Section 8.

All decisions made by the Institute President with the recommendation of the Faculty Honor Committee are final.

F. Automatic Review

In cases where the Honor Council recommends suspension or expulsion, the Honor Council Chair will automatically meet with the Faculty Honor Committee to disclose the results of any investigations and the written findings of the Honor Council hearing. Pursuant to the meeting of the Honor Council Chair and the Faculty Honor Committee, the Faculty Honor Committee will independently review the case and conduct additional investigations if necessary. This may or may not require the Faculty Honor Committee Chair to call a hearing. A written report of the Committee's findings shall be made in no less than three days and no more than 21 days. This written report shall be given to the Institute President via the Dean, who will add his or her own recommendations. After consideration of these recommendations, the Institute President will make the final decision as to action taken.

A student has three days to submit a Request for Appeal of a finding involving suspension or expulsion to the Honor Council Chair and the S.O. President. The deadline for the request coincides with the minimum time in which an automatic review by the Faculty Honor committee may be concluded and a report issued. The Request for Appeal must be in written form, and be based on the written finding, new evidence, or procedural error. If the request is approved, a hearing will be held as set forth in Section 8 in not less than two days and not more than ten days. At the conclusion of the appeal process, the Faculty Honor Committee's report is issued to the Institute President via the Dean, as above. At this time, the Institute President will make the final decision as to the action to be taken.

G. Resignation/Expulsion

A student retains the privilege of submitting a resignation at any point until he or she or she is expelled by the Institute President.

H. Execution of Judiciary Decisions

The S.O. President is to ensure that all decisions of the judiciary bodies are applied in a timely manner.