

# Honor System Bylaws

*Last Revised: 7 February 2019 by T. Kolankowski*



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## Bylaw I. Scope of the Honor System

The Bylaws and Stevens Honor System apply to all members of the Stevens undergraduate community. This includes undergraduate students in 500-level Graduate courses. This does not include undergraduate students in 600-level Graduate courses. Any undergraduate student who commits a violation of the Stevens Honor System may be investigated and a penalty may be rendered.

## Bylaw II. Pledge of the Honor System

### Section II.1 Pledge

The pledge “I pledge my honor that I have abided by the Stevens Honor System”, must be included and signed on all submitted coursework.

### Section II.2 Failure to Pledge

If a student fails to pledge submitted work, it will be assumed that this is an unintentional mistake and the student may be requested by the instructor to include the pledge. If the student refuses to sign the pledge, this will be considered admission of responsibility for an Honor System violation and the student will be subject to the appropriate penalties.

## Bylaw III. Confidentiality

### Section III.1 Honor Board Members

Honor Board members are required to keep all case-related information confidential. Case-related information is defined as any information relevant to an Honor System Investigation that is privileged to involved parties.

### Section III.2 Members of the Community

Individuals who are not members of the Honor Board and are involved in an investigation may only share case-related information that does not implicate any other individuals as being involved with an Honor System investigation.

### Section III.3 Provision for Confidentiality Release

The Honor Board and its Advisor(s) can confirm to senior Stevens officials if a student has been found responsible of an Honor System violation.

## Bylaw IV. Penalties

### Section IV.1 Determination

Following a student being found responsible, the Honor Board will render a penalty. The penalty must be approved by a 2/3 majority of the votes cast. A penalty must fall within the range of the Penalty Matrix, unless voted on by a 3/4 majority of the votes cast.

### Section IV.2 Stipulated Confessions

A stipulated confession is a confession by an accused student for which the penalty has been previously voted on by the Honor Board and presented to the accused. The stipulated confession is valid for the first 2 meetings with the accused student after it is first presented to the accused.

1. An accused student may request a stipulated confession at any time during their investigation. After the request, the Board must propose a penalty at the next GBM. An accused student requesting a stipulated will not be considered evidence that they committed a violation.

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## Bylaw V. Reporting a Violation

### **Section V.1 Procedure**

1. Members of the Stevens community who believe a violation of the Honor System has occurred are recommended to report the violation through the Honor Board's online form.
2. If a report is submitted more than 15 business days after the violation occurred, the case can only be opened by a 3/4 majority of the votes cast.

### **Section V.2 Confidential Reporting**

1. The identity of the accuser will be kept confidential unless they choose otherwise. The same is true for witnesses. Evidence regarding accusers and witnesses require them to release confidentiality to be used at hearings.
2. The Honor Board can only open an investigation when a report includes the names of the accuser, unless opened by a 3/4 majority of the votes cast.

### **Section V.3 Designation of Charge**

When a case is reported, the Chair determines the charge. The charge can be changed by a simple majority of the votes cast.

### **Section V.4 Grading Procedure**

Faculty must grade material in question and assign a final grade for the course as normal during an investigation. Any grade changes will be made at the end of an investigation.

## Bylaw VI. Faculty Adjudicated Violations

### **Section VI.1 General**

Faculty may investigate alleged Honor System violations involving any coursework. If the student confesses to the professor, the professor can choose a penalty which will then be voted on by the Honor Board for approval using standard penalty voting procedures. At any time, the accused student has the right to report the case to the Honor Board and the Honor Board will take over investigation of the case. Faculty must submit the Faculty Adjudication Report Form and supporting documents within five business days of the completion of the documentation. The Honor Board reserves the right to reopen the case. The accused student will receive email notification within three business days of the GBM following the professor supplying the faculty adjudication documentation to the Honor Board. The student has the right to appeal the faculty adjudication to the Honor Board within ten business days of the Honor Board's notification of penalty. If the Honor Board rejects the student's appeal, the student can appeal to the Academic Appeals Committee. The only grounds for appeal for the Academic Appeals Committee is that the student believes the Honor Board levied too harsh a penalty.

### **Section VI.2 Final Case Reports**

The Faculty Adjudication Report Form on the Honor Board website must be completed by the faculty and submitted to the Honor Board when the case is completed.

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## Bylaw VII. Investigations

### Section VII.1 General Investigative Committee

The Chair will assign an ICC, ICA, and a PA when a case is reported. Their roles will be explained in the Investigation Procedures Manual.

### Section VII.2 Case Outcomes

The possible outcomes of an investigation include a case drop, where no penalty is rendered, and being found responsible, where a penalty is rendered. A penalty will be rendered if a student signs a confession form, stipulated confession form, or is found responsible through a hearing.

### Section VII.3 Hearing Voting Procedures

A case may move forward to a hearing if a majority of the general membership approves the motion.

## Bylaw VIII. Appeals

### Section VIII.1 General

If an accused student wishes to appeal the outcome of their case, they have to submit a letter to the Dean of Undergraduate Academics explaining the reasons for the appeal. This letter must be sent within fourteen calendar days of the Case Outcome Notification. No request will be accepted after the fourteen-day period. The Dean of Undergraduate Academics will look over the appeal and determine if it is warranted based on the appeal criteria. If warranted, he/she will forward the appeal to the Academic Appeals Committee.

### Section VIII.2 Reasons for Appeal

Students can appeal for the following reasons:

1. The student believes the Honor Board rendered too harsh a penalty, which is only valid if the penalty is outside the range for the violation provided in the Honor System Penalty Matrix.
2. Honor Board procedures were not followed during the investigation of the case.
3. Other appeals may be heard if the Dean of Undergraduate Academics believes a student's rights were mishandled and/or the procedures followed by the Honor Board are deemed unfair to the students involved.

### Section VIII.3 Appeal Procedures

1. The Academic Appeals Committee can meet with anyone it believes to be relevant to the appeal.
2. The Academic Appeals Committee will either uphold or overrule the outcome rendered by the Honor Board based on the grounds for which the appeal was submitted. The decision will be submitted to the Dean of Undergraduate Academics with an explanation of the committee's findings and a recommendation for the final disposition of the case. A copy of this will be sent to the Honor Board Chair and Advisors by the Dean of Undergraduate Academics.
3. The Honor Board or the accused student can appeal the decision of the Academic Appeals Committee to the Provost of the University.

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4. This request must be submitted within fourteen calendar days of the Academic Appeals Committee's decision. No request will be accepted after this fourteen-day period.
  5. The Provost may delegate the authority to oversee the appeals.
  6. This appeal must be submitted to the Provost or their delegate and state the reasons for an appeal of the Academic Appeals Committee's decision.
  7. The Provost or their delegate will look over the request and, if warranted, meet with anyone he/she deems necessary.
  8. The Provost or their delegate will have final say in an appeal and both the Honor Board and student will uphold their decision.

## Bylaw IX. Membership of the Stevens Honor Board

### **Section IX.1 Classes**

There will be ten seats open for first-year students, and thirteen seats open for each other class year. In the first-year class, six seats will be open in the Fall semester, and the other four seats will open in the Spring semester.

### **Section IX.2 GPA Requirement**

Honor Board members can hold their position until graduation as long as they maintain a cumulative GPA greater than or equal to 2.50.

### **Section IX.3 Leaving the Board**

Honor Board members can resign from the Board or be removed as a result of an impeachment penalty.

### **Section IX.4 Membership Restrictions**

No more than four members can be affiliated with the same social fraternity, social sorority, or varsity athletic team. This shall only apply when considering new applications for candidacy; current members will not be removed if this condition is broken.

## Bylaw X. Elections

### **Section X.1 External Elections**

An open election will be held each semester, or whenever deemed necessary by the Honor Board. These elections will be run by the following rules:

1. Students can only apply if they are not on academic probation. Students beyond their first semester must have a minimum cumulative GPA of 2.75.
2. Students will submit the online application form and meet with all or part of the Honor Board to be a candidate.
3. All candidates must pass a majority fitness for candidacy. If a candidate does not receive a majority vote, they will be found unfit and removed from the pool of candidates.
4. All eligible candidates will be voted upon by the student body.
5. Students can only vote for candidates of their class year, and can submit at most one vote for each candidate up to the number of open positions for their class.

6. The students with the most votes in their class year will be accepted onto the Board up to the total number of open seats available for that class year.
7. At each election, students will be accepted up to the maximum number of seats for their class year.
8. Students cannot run in an Honor Board election within one semester of their graduation.
9. No executive officer from the SGA, Inter-fraternity Council, or Pan-Hellenic Council shall be eligible to be an Honor Board member, but can request to be suspended for the duration of their upcoming term. This request must be approved by a 2/3 majority vote, or the student is removed from the Board.
10. New member training will be held to acquaint the members with their responsibilities.

### Section X.2 Officers of the Board

The officers of the Honor Board are the Chair, Vice Chair, Corresponding Secretary, and Recording Secretary. Other elected positions on the Honor Board include Governance Chair, Outreach Chair, Webmaster, and Impeachment Co-Chairs. Their responsibilities are explained in the Officer Guide.

### Section X.3 Internal Elections

Internal elections will be held each Fall semester. The first day of internal elections will be the second to last meeting of the semester. The second day of internal elections will be the last meeting of the semester. All new positions will take effect on January 1<sup>st</sup> of the new year. The rules for these elections are outlined in the Meeting Rules of Order.

## Bylaw XI. Conduct of Honor Board Members

### Section XI.1 Duties of Honor Board Members

The following are the duties that Honor Board Members must follow and complete:

1. Members are required to attend General Body Meetings.
  - a. All members will be permitted a maximum of three absences per semester. If a member arrives more than 15 minutes late to a meeting, or leaves more than 15 minutes early, they will accrue one-half of an absence. Upon missing the fourth meeting, a member will be brought up on impeachment charges.
2. Members will aid in campus outreach efforts.
3. Members will be assigned to a particular committee (Outreach or Governance) based on their interests. They must fulfill this committee's membership requirements (determined by the Committee Chair).
4. Members must participate in casework, by serving as ICC, ICA, PA, and fulfilling hearing roles as appointed by the Chair.
5. Members must represent the Honor Board with professionalism and integrity.

### Section XI.2 Leave of Absence

1. An Honor Board member who feels he/she is unable to fulfill his/her duties during a particular semester may request a Leave of Absence from the Board.
2. The Leave of Absence must be approved by a two-thirds vote at a GBM.
3. Members may have a maximum of two Leaves of Absence while on the Board, which cannot be two consecutive semesters.

- a. Members on Co-Op who request an LOA will be judged on a case by case basis.
4. During a Leave of Absence, a member may attend Honor Board meetings, however, they will not have voting rights and will not be included in the calculation of quorum.

### Section XI.3 Suspended Members

1. Suspended members are still bound by all rules and policies as members in good standing.
2. During a suspension, a member may not attend Honor Board meetings and shall not be counted towards calculating quorum.
3. A suspended member will have no access to any Honor Board files or case information.
4. Suspended members will be excused from their Honor Board responsibilities.

### Section XI.4 Impeachment and Removal of Members and Officers

1. Impeachment is defined as charging a member with improper conduct.
  - a. Improper conduct includes:
    - i. Violations of the Honor System and its Bylaws
    - ii. Violations of University policies
    - iii. Negligence in the performance of duties
    - iv. Other
2. Any member can initiate impeachment proceedings against any member by informing the Chair or Honor Board Advisors. The student may request to be anonymous. The Chair will inform the impeached member and the general body of the impeachment.
3. The Chair (or Vice Chair if the Chair is to be impeached) should impeach all members who violate the Internal Penalty Matrix.
4. Impeachment procedures:
  - a. The Impeachment Committee will investigate the impeachment. If a member of the Impeachment Committee has been put up for impeachment, the Chair or Vice Chair will appoint an alternate member to the Impeachment Committee for the investigation.
  - b. The Impeachment Committee must deliver a report to the Board with its findings at the first or second GBM following the start of the impeachment. The report will include the alleged charge and the committee's recommended outcome. The recommended outcome can be either dropping the charges or a recommended point penalty.
  - c. When processing the charges, the Impeachment Committee shall present its full report. Afterwards, the impeached member can defend themselves against the charges. After this, the Impeachment Committee and the impeached member will leave the room. The rest of the Board will discuss and vote on the impeachment. All discussion shall be kept strictly confidential. The Board can render a point penalty with a 3/4 majority of the votes cast.
    - i. If the impeached member will not be present while the Honor Board is discussing the impeachment, they can submit a statement to be read by the Chair or an appointee of the Vice Chair in the case that the Chair is to be impeached.



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## Bylaw XII. Meetings of the Honor Board

### **Section XII.1 Frequency**

General Body Meetings will be held weekly during semesters and whenever necessary outside of semesters. Weekly GBMs can be canceled at the discretion of the Chair.

### **Section XII.2 Quorum**

2/3 of the membership of the Honor Board, not counting those on suspension or leave of absence, will constitute quorum. A quorum is necessary for all voting done at a meeting.

### **Section XII.3 Passing a Motion**

A majority vote by quorum is required to pass a motion unless alternative criteria is provided for the vote in the Bylaws.

## Bylaw XIII. The Honor Board Advisors

### **Section XIII.1 Appointment**

When an Honor Board advisor is no longer able to serve his/her position, a new adviser must be elected by the Office of Student Life and Development with input from the current Honor Board Chair based on the following criteria:

- a) Dedication to the school
- b) Experience in the field
- c) Interest in the role

### **Section XIII.2 Veto Power of the Advisors**

Honor Board Advisors can veto a penalty rendered by the Board. If vetoed, the Honor Board has the ability to overturn the decision with a 4/5 majority of the votes cast.

## Bylaw XIV. The Honor Board Advisory Council

### **Section XIV.1 Membership**

The Honor Board Advisory Council will be made up of:

1. Student representatives will be selected by the Executive Board of the Honor Board.
2. Four faculty members serving a one-year term: One from each academic school by the Dean of that academic school.
3. Two administrators serving a one-year term: Two undergraduate administrators selected by the Honor Board Advisors and Honor Board Chair.

### **Section XIV.2 Role and Responsibilities**

The responsibilities of the Council include:

1. Meet with the Honor Board general membership at least once per semester.
2. Advise the Honor Board and Administration on Honor System improvements.
3. Add a section to the annual report on the state of the Honor System to the President.

### **Section XIV.3 Organization**

The Honor Board Advisory Council must have a Chair and a Secretary.



1. The Chair will be elected annually and is responsible for the completion of the Advisory Council's responsibilities.
2. The secretary will be elected annually and is responsible for taking meeting minutes.

#### Section XIV.4 Confidentiality

The Advisory Council is required to follow the same confidentiality rules as the Honor Board.

#### Section XIV.5 Meetings

The Honor Board and the Council must meet at least once every semester.

### Bylaw XV. Exam/Quiz Procedures

#### Section XV.1 Students Rights During an Exam/Quiz

1. Students may choose to sit in any open seat in the assigned exam room.
2. A student must sign a seating chart if requested to do so.
3. The use of electronic devices will be outlined by the professor. This can be done in the syllabus, class announcements, or as instructions on the exam/quiz.
4. Students may leave the room during an exam.
5. Students who witness an Honor System violation should report it to the Honor Board after the complete the exam. They can also inform the professor or TA during the exam.

#### Section XV.2 Faculty

1. Instructors or TAs cannot actively proctor students in exams.
  - a. Excessive proctoring is defined as a professor, TA, CA, or other faculty excessively watching, hovering over, or otherwise monitoring a student taking an exam or quiz to the point that such observation distracts the student or is noticeable by other students. This also includes initiating communication with a student except when such communication is necessary to fulfill exam or Honor System-related procedures and policies.
2. The instructor or TA will be available within the building or complex to answer questions regarding the exam or quiz.
3. The instructor or TA will clearly define the policy on electronic device use before distributing the exam.
4. The instructor or TA should use a seating chart for every exam. They should ensure that the chart is correctly filled out.
5. The instructor or TA should report any suspected Honor System violations.

### Bylaw XVI. Provisions for Summer and Final Exam Sessions, Intersessions

At the last scheduled meeting of a semester, the Board may vote to reduce quorum. It should be reduced to 1/3 of the size of the current Board not counting members who are suspended or on leave of absence. At the least, quorum can be reduced to 7. This will expire at the first GBM of the next Fall or Spring semester with a 2/3 majority of the votes cast.

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### Bylaw XVII. Interpretation

In any case where the Bylaws are unclear, the interpretation is at the discretion of the Chair. Any member of the Board can move to overrule the Chair's interpretation. Any proposed alternative interpretations will require a vote. If within one hour of the Chair's interpretation being contested no proposed interpretation has passed a vote, the proper interpretation shall default back to the Chair.

### Bylaw XVIII. Extension of these Bylaws

The following documents shall be considered an extension of these Bylaws:

1. Hearing Procedures Manual
2. Investigation Procedures Manual
3. Board Officer's Guide
4. Meeting Rules of Order
5. Recommended Penalty Matrix
6. Ethics Course Informational Handbook

### Bylaw XIV. Amendments

Any member can propose an amendment to these bylaws. The proposed amendment must be presented to the Board during the appropriate GBM. A 2/3 majority of the votes cast is required for the amendment to pass.