

# Bylaws of the Honor System of Stevens Institute of Technology

*Last Revised: 10/15/2014*

*S. Arlington*

## Contents

Bylaw I.	Scope of the Stevens Honor System .....	4
Section 1.01	Academic and Non-Academic Work .....	4
Section 1.02	Membership.....	4
Bylaw II.	Pledge of the Stevens Honor System.....	4
Section 2.01	Pledge.....	4
Section 2.02	Failure to Pledge .....	4
Bylaw III.	Confidentiality .....	4
Section 3.01	Honor Board Members .....	4
Section 3.02	Accused Students.....	4
Section 3.03	Members of the Community.....	5
Section 3.04	Provision for Confidentiality Release .....	5
Bylaw IV.	Aid.....	5
Section 4.01	Definition .....	5
Section 4.02	Authorized and Unauthorized Aid .....	5
Bylaw V.	Violations of the Stevens Honor System.....	5
Bylaw VI.	Penalties .....	6
Section 6.01	Determination.....	6
Section 6.02	Penalty Matrix.....	6
Section 6.03	Academic Sanction (Formerly known as Dean’s Action Star) .....	6
Section 6.04	Other Penalties .....	6
Section 6.05	Extraordinary Penalties.....	6
Bylaw VII.	Reporting a Violation .....	7
Section 7.01	Procedure.....	7
Section 7.02	Confidential Reporting .....	7
Section 7.03	Designation of Charge.....	7
Section 7.04	Grading Procedure .....	7
Bylaw VIII.	Faculty Adjudicated Violations: the 13% Rule .....	7
Section 8.01	General.....	7

Section 8.02	Students' Rights .....	8
Section 8.03	Penalties.....	8
Section 8.04	Final Case Reports .....	8
Bylaw IX.	Undergraduates in 500-level Graduate Courses.....	8
Section 9.01	General.....	8
Section 9.02	Scope.....	8
Section 9.03	Penalties.....	9
Section 9.04	Student's Rights .....	9
Section 9.05	Procedure for Deciding an Appeal .....	9
Section 9.06	Case Documentation.....	10
Bylaw X.	Investigative Committees (IC).....	10
Section 10.01	Creation of Investigative Committee .....	10
Section 10.02	Role of the Investigative Committee.....	10
Bylaw XI.	Hearings .....	10
Section 11.01	General.....	10
Section 11.02	Hearing Procedures Manual .....	10
Section 11.03	Severance.....	11
Section 11.04	Confidentiality.....	11
Bylaw XII.	Appeals .....	11
Section 12.01	General.....	11
Section 12.02	Process for Seeking Appeals .....	11
Section 12.03	Appeal Criteria .....	11
Bylaw XIII.	Membership of the Stevens Honor Board .....	12
Section 13.01	Class Definition .....	12
Section 13.02	Membership.....	12
Bylaw XIV.	Elections.....	13
Section 14.01	Nominations.....	13
Section 14.02	Internal Elections .....	13
Bylaw XV.	Duties of the Executive Board Officers .....	14
Section 15.01	Honor Board Chair .....	14
Section 15.02	Vice-Chair .....	14
Section 15.03	Corresponding Secretary.....	14
Section 15.04	Recording Secretary .....	15

Bylaw XVI.	Conduct of Honor Board members.....	15
Section 16.01	Investigation of Honor Board members.....	15
Section 16.02	Demerits.....	15
Section 16.03	Schedule of Demerits .....	15
Section 16.04	Internal Review .....	16
Section 16.05	Leave of Absence .....	16
Section 16.06	Suspended Members .....	16
Bylaw XVII.	Meetings of the Honor Board.....	16
Section 17.01	Frequency .....	16
Section 17.02	Quorum.....	16
Bylaw XVIII.	Defense Advocates .....	16
Section 18.01	Appointment.....	16
Section 18.02	Purpose .....	17
Bylaw XIX.	Membership and Role of the Honor Board Advisory Council .....	17
Section 19.01	Membership.....	17
Section 19.02	Role and Responsibilities .....	17
Section 19.03	Organization.....	17
Section 19.04	Chairperson.....	17
Section 19.05	Secretary .....	18
Section 19.06	Confidentiality.....	18
Section 19.07	Meetings .....	18
Bylaw XX.	Test/Final Examination Procedures .....	18
Section 20.01	Students .....	18
Section 20.02	Faculty/ Teaching Assistants .....	18
Bylaw XXI.	Provisions for Summer Sessions, Final Exam Sessions, Intercessions.....	19
Bylaw XXII.	Interpretation.....	19
Bylaw XXIII.	Amendments .....	19

## **Bylaw I. Scope of the Stevens Honor System**

### **Section 1.01 Academic and Non-Academic Work**

The provisions of the Stevens Honor System shall apply to all undergraduate courses offered at Stevens Institute of Technology. They shall also apply to any and all assignments, meetings and hearings set by the Stevens Honor Board.

### **Section 1.02 Membership**

- 1) All current and former students of Stevens Institute of Technology are members of the Stevens Honor System and subject to its jurisdiction.
- 2) Any member of the Stevens Honor System who commits a violation of the Stevens Honor System (see Bylaw V) may be investigated and penalized.
- 3) Students who leave Stevens Institute of Technology prior to graduation may still be investigated for alleged violations which occurred before leaving the institute.

## **Bylaw II. Pledge of the Stevens Honor System**

### **Section 2.01 Pledge**

The following pledge shall be written in full and signed by every student on all submitted work (including, but not limited to, homework, projects, lab reports, exams) that is assigned by the instructor. Any references used toward the completion of a submitted assignment must be listed. For more information of referencing, see Bylaw IV.

**"I pledge my honor that I have abided by the Stevens Honor System."**

### **Section 2.02 Failure to Pledge**

Where a student fails to pledge submitted work, it will be assumed that the failure is an oversight and the student will be requested by the instructor and/or the IC of the Honor Board to supply the missing pledge. If, however, the omission was intentional, i.e. if the student refuses to sign the pledge when requested to do so, the action will be considered an admission of guilt, and the student will be subject to the appropriate penalties. No work shall be graded unless the pledge is written in full and signed.

## **Bylaw III. Confidentiality**

### **Section 3.01 Honor Board Members**

Honor Board members are required to keep all case-related information confidential regardless of the status of the case. Case-related information includes but is not limited to the date of possible violation, course number, witnesses' names, accused students' names, and the specific details of the case. No information shall be made public during or after an investigation.

### **Section 3.02 Accused Students**

Students who are under investigation by the Honor Board are required to keep all case related information confidential. Case-related information includes but is not limited to the date of possible violation, course number, witnesses' names, accused students' names, and the specific details of the case. During the investigation, no information shall be discussed with anyone outside the Honor Board or the Honor Board Advisor. This confidentiality

is waived in the case that a student is taking their case to a hearing and is seeking witnesses or representation for said trial. All individuals are required to keep all case information confidential until the completion of the case. Upon the completion of the entire case, the student involved is no longer bound to keep the information confidential.

### **Section 3.03 Members of the Community**

All students, faculty, administrators and staff are required to keep case-related information confidential while involved in or with an Honor Board case. Upon completion of the case, all members of the community, with exception of the student(s) under investigation, must keep the case-related information confidential. No information shall be discussed with anyone outside the Honor Board or the Honor Board Advisor

### **Section 3.04 Provision for Confidentiality Release**

The Stevens Honor Board reserves the right to confirm to senior Stevens officials, upon their request, if a student has been convicted of a violation of the Stevens Honor System.

Those who need to know if a student, or list of students, has committed an Honor System violation should provide the name(s) to the Honor Board Advisor along with the reason for the request using the form provided by the Stevens Honor Board at [www.stevens.edu/honor](http://www.stevens.edu/honor). It will be at the Honor Board Advisor's discretion whether to approve or deny the request, but he/she may consult the Honor Board for advice. If the Honor Board Advisor chooses to approve the request, he will inform the requestor of which students have committed Honor System violations, and if required, the case details. The Honor Board Advisor will also notify any student whose name is released.

## **Bylaw IV. Aid**

### **Section 4.01 Definition**

Aid is any outside source used during the completion of a submitted work. It can be in the form of a book, website, tutor, classmate, or any other source in which a student may receive assistance in completing their assignment. For cooperative work, all students involved should be listed as references.

### **Section 4.02 Authorized and Unauthorized Aid**

Authorized aid is any aid explicitly allowed by the instructor of the course, either in the syllabus, on the exam, or otherwise in writing distributed to all students before the exam. Unauthorized aid is any aid that is not authorized. Students may not use unauthorized aid on any submitted work.

## **Bylaw V. Violations of the Stevens Honor System**

An Honor System violation is when one:

- uses or provides unauthorized aid, fails to cite aid at any place used, or presents others' ideas or experiences as one's own;
- commits fraud by "falsely [representing] a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed"<sup>1</sup>;
- willfully swears a false oath or affirmation to tell the truth, or subornation thereof; or
- purposefully discloses confidential information related to an Honor Board investigation to anybody other than members of the Honor Board, the Stevens administration, or the professor of a course the case involves, unless the case has been closed and explicit permission from all accused students involved has

been granted, or in the case of an accused student seeking witnesses or representation for an Honor Board hearing.

<sup>1</sup> "Fraud." West's Encyclopedia of American Law, edition 2. 2008. The Gale Group 10 Nov. 2013 <http://legal-dictionary.thefreedictionary.com/Fraud>

## **Bylaw VI. Penalties**

### **Section 6.01 Determination**

Following a conviction or confession, a particular penalty will be set by a two-thirds majority of the votes cast.

### **Section 6.02 Penalty Matrix**

The penalty ranges for violating the Honor System can be found in the Penalty Matrix document, which shall be considered a part of these Bylaws.

### **Section 6.03 Academic Sanction (Formerly known as Dean's Action Star)**

An Academic Sanction (formerly known as a Dean's Action Star) is a penalty levied by the Stevens Honor Board, which will be applied to a student's transcript. It is reserved for more serious violations of the Honor System and will be applied when deemed appropriate by the Honor Board. The Academic Sanction will include the following statement: "An Honor System violation was committed in Course XXX, Semester YY(S/F)". A removable Academic Sanction is an Academic Sanction that can be removed by fulfilling an educational assignment as specified by the Stevens Honor Board. To assign a permanent Academic Sanction for a violation which occurs during a student's first or second academic year, or to assign a Removable Academic Sanction for a violation which occurs during or after a student's third academic year, the Board may follow the procedures for extraordinary penalties as outlined in Section 5.05. Manuals outlining the requirements, timelines, and grounds for failure of these educational assignments shall be posted on the Stevens Honor Board website and shall be considered an extension of these bylaws.

A student assigned a Removable Academic Sanctions will have between two and six months—as stipulated by the Honor Board—to complete his assignment to remove his Academic Sanction. If the assignment is not completed by the deadline, the Academic Sanction will be permanently affixed to the student's transcript. The student may apply to the Honor Board for an extension of his deadline. These deadline extensions may be granted at the discretion of the Honor Board's Executive Board.

### **Section 6.04 Other Penalties**

Any violation not covered in the Penalty Matrix will be assigned an appropriate penalty by a two-thirds majority of the votes cast.

### **Section 6.05 Extraordinary Penalties**

A rendered penalty may be outside the recommended range for that specific violation upon approval of three-fourths majority of the votes cast.

## **Bylaw VII. Reporting a Violation**

### **Section 7.01 Procedure**

1. Students who believe a violation of the Honor System has been committed must report it within ten business days of the suspected violation. Reports may be made to an Honor Board member, to the Honor Board Advisor, or through the Honor Board's online form.
2. Faculty members who believe a violation of the Honor System has been committed must report it within ten business days of grading the assignment or examination. Reports may be made to an Honor Board member, to the Honor Board Advisor, or through the Honor Board's online form.
3. Any reports made by students more than ten business days after the violation or by faculty more than ten business days after grading an assignment or examination may only be investigated by the Honor Board by a  $\frac{3}{4}$  vote of the members of the Executive Board.
4. The names of the people reporting the violation and how they may be contacted must be included in the report. The following information should be included if available:
  - a.) Names of the accused student(s) and witnesses.
  - b.) Nature of the alleged violation committed, and in which course.
  - c.) Any physical evidence of the violation.
  - d.) Where and when the alleged infraction occurred.

### **Section 7.02 Confidential Reporting**

As indicated above under Section 1, the name(s) of the person(s) reporting a suspected Honor System violation must be included with the report to the Honor Board in order for the case to be investigated. However, if the accuser is a member of the undergraduate student body, he/she has the option of having his/her name withheld from the accused during the investigation of the case. Should the case proceed to hearing, testimony from the accuser may only be used as evidence if the accuser agrees to reveal his/her identity to the accused. For additional details, see Bylaw XI.

### **Section 7.03 Designation of Charge**

When the case is assigned to the IC team, the Chairman will determine the formal charge against the student(s) based on the submitted report. The charge against the student(s) may only be changed based on a vote by the membership.

### **Section 7.04 Grading Procedure**

Faculty must grade the material in question and assign a final grade in the course at the end of the semester if the case has not been concluded. A grade change can be made if necessary at the end of the investigation. The only exception to this is essays where plagiarism may be present throughout the entirety. The Honor Board reserves the right to decide if the assignment meets these requirements. If this is the case, the professor may choose to not grade the assignment until the conclusion of the investigation. The professor must communicate this circumstance to the Honor Board.

## **Bylaw VIII. Faculty Adjudicated Violations: the 13% Rule**

### **Section 8.01 General**

Faculty may investigate alleged Honor System violations involving any required coursework valued at less than 13% of the final grade. If the student confesses to the faculty member, the faculty member may levy a penalty within Honor Board guidelines. Students retain the right to report the case to the Honor Board. Faculty must report Honor System violation and penalty to Honor Board within 5 business days of completion of the documentation. Honor Board reserves the right to reopen the case. Accused will receive the email within three business days from Honor Board after case will be reported by faculty.

### **Section 8.02 Students' Rights**

Students have the right to appeal the instructor's decision. If a student wishes to appeal the decision, they shall refer the case to the Honor Board in writing within 10 business days of the instructor's notification of penalty. If the student claims that the signature on the Faculty Adjudication Report Form was coerced or faked, then the Honor Board will reopen the case for a full investigation. However, if the student believes that the assigned penalty is too harsh, the Honor Board may, upon consideration of the appeal, vote to lower the student's assigned penalty. If Honor Board rejects the student's appeal, the student may appeal further to the Academic Appeals Committee as per Bylaw XII, §12.02. The only grounds for appeal to the Academic Appeals Committee is that the student believes the Honor Board levied too harsh a penalty.

### **Section 8.03 Penalties**

The Honor Board will provide the faculty with mandatory penalty guidelines based on Honor Board precedent. These guidelines are in the Honor Board's penalty matrix, and will be posted on the Honor Board website. If the professor does not adhere to the penalty matrix provided by the Honor Board by assigning a harsher penalty than the suggested maximum, the Honor Board must either reopen the case or vote on a penalty that is either within the penalty matrix, or less harsh than the agreed upon penalty. In the case that the professor assigns a penalty that is lower than the minimum suggested penalty in the penalty matrix, the Honor Board may approve the penalty, or vote on a penalty that is within the range of the penalty matrix.

### **Section 8.04 Final Case Reports**

The Faculty Adjudication Report form will be made available on the Honor Board website. The faculty is responsible for completing the form and submitting it to the Honor Board upon the completion of the case, attaching all relevant information. This report will be recorded by the Honor Board and considered an Honor System violation against the student.

## **Bylaw IX. Undergraduates in 500-level Graduate Courses**

### **Section 9.01 General**

In any case where an undergraduate student enrolled in a 500-level graduate course is accused of a breach of academic integrity, the Honor Board acts as an appellate committee. If a faculty member finds a student guilty, they may assign a penalty in the same manner they would to a graduate student. However, as with a faculty adjudication at the undergraduate level, the decision and penalty must be reported to the Honor Board. The form faculty members will submit – which provides the student name, course name, violation, and penalty—will be provided on the Honor Board website, [www.stevens.edu/honor](http://www.stevens.edu/honor). The form must be submitted to the Honor Board within 10 days of faculty member suspecting the violation occurred.

### **Section 9.02 Scope**

- 1) The general provisions of the Stevens Honor System do not apply fully to graduate courses, 500 level or otherwise.



- 2) Any student who wishes to report an undergraduate for a violation in a 500-level course shall submit the report to the Honor Board following the protocol for undergraduate courses, and an investigation will be conducted following the same process for an appeal on false accusation described in Section 8.04.
- 3) Any student who wishes to report a graduate student may submit the report to the Dean of Graduate Academics or to the Honor Board, who will refer the report to the Dean.
- 4) The Honor Board Chairman will give the Dean of Graduate Academics weekly updates on the progress of any casework relating to 500-level courses.

### **Section 9.03 Penalties**

The penalties selected by the faculty member do not need to follow the recommendations of the Stevens Honor Board's penalty matrix. When the Honor Board reviews the documentation submitted by the faculty, the penalty may not be altered to be less severe unless the student appeals based on harshness of penalty. However, the Honor Board may choose to assign the student a harsher penalty based on one of two factors:

- 1) The penalty selected by the faculty is less severe than that recommended for a similar violation at the undergraduate level.
- 2) The accused student was previously convicted of an Honor System violation, in either an undergraduate or graduate course.

### **Section 9.04 Student's Rights**

Students have the right to appeal the instructor's decision on two grounds: false accusation or penalty. If a student wishes to make such an appeal, their request must be submitted within ten days of receipt of notification of their penalty from the Honor Board.

### **Section 9.05 Procedure for Deciding an Appeal**

When the Honor Board receives an appeal from the accused student based on either claiming they are not guilty of the breach of academic integrity or that the penalty rendered is exceedingly harsh, the Honor Board will proceed in the following manner.

- 1) The Honor Board Chairman will assign an investigatory committee, which will have two weeks to collect evidence and witness statements from involved faculty and witnesses. The accused student will be informed of the investigation when the committee is formed, and may use the two week period to prepare his appeal.
  - a. In the case that all pertinent evidence cannot be collected within the two week period, the Honor Board Chairman may grant the investigatory committee an extension. The accused student will be informed of any such extensions.
  - b. In the case that the accused student feels he or she cannot prepare for the appeal within two weeks, the Honor Board Chairman may grant the accused an extension. The investigatory committee will be informed of any such extensions
- 2) At the conclusion of the two week period, the Honor Board will hold a hearing for the student during its weekly scheduled General Body meeting, the procedure of which is outlined below..
  - a. The Honor Board Chairman shall either act as Judge or name a suitable replacement from the Honor Board membership.
    - i. Prior to commencing the hearing, the Judge will recuse any Honor Board members who is deemed biased for or against the student. The remaining Honor Board members will constitute the Appeals Committee.
    - ii. At least a week prior to the date of the hearing, the Judge will inform the accused student of the date, time, and location of the hearing and will be invite him/her to attend to speak on his or her behalf.
  - b. The hearing shall commence by the Judge explaining to the appeals committee the grounds for appeal, upon which time the Investigative Committee shall be called upon to enter the hearing chamber to present and explain all of the evidence gathered to the Honor Board.
    - i. Witnesses may be called to speak during evidence presentation -- the Investigative Committee shall be given the first right to question any witnesses, and the Judge shall

- be given the chance to ask any further questions s/he deems necessary on behalf of the Appeals Committee..
- c. When the Investigative Committee has finished presenting their evidence, the appellant shall be called upon to enter the hearing chamber to present and explain any evidence s/he has collected
    - i. Witnesses may be called to speak during evidence presentation -- the appellant shall be given the first right to question any witnesses, and the Judge shall be given the chance to ask any further questions s/he deems necessary on behalf of the Appeals Committee..
  - d. When the appellant has finished arguing his/her case, s/he will be excused and the Appeals Committee enter discussion of the appeal
    - i. The Judge will facilitate discussion as a moderator only – he may not add any personal opinion; only explaining precedent or procedure as necessary.
- 3) When no member of the Appeals Committee wishes for further discussion, the Judge shall take a vote by roll call, with each member casting a vote of “grant” or “deny.” It shall require four votes of “grant” for the appeal to be granted. Should the student be found not guilty on appeal, the case will be closed against him, and no penalty will be rendered.
  - 4) Should it be found that the penalty rendered to the student was exceedingly harsh, and was not in line with the Professor’s syllabus, the Honor Board will vote on a suitable penalty in pursuance of Bylaw VI. Otherwise, the penalty rendered will stand.
  - 5) Further appeals may be made under the provisions of Bylaw XII.

### **Section 9.06 Case Documentation**

All cases involving undergraduate students enrolled in graduate courses will be documented in accordance with the Honor Board’s overall policy. These violations will be counted as prior offenses in the case that a student is later found guilty of an Honor System violation at the undergraduate level.

## **Bylaw X. Investigative Committees (IC)**

### **Section 10.01 Creation of Investigative Committee**

Upon written receipt of a suspected violation the Honor Board Chair shall appoint an Investigative Committee (IC) composed of at least two Honor Board members.

### **Section 10.02 Role of the Investigative Committee**

All rules and procedures followed by the Honor Board during investigations are detailed in the Investigation Procedures Manual, which shall be considered a part of these bylaws.

## **Bylaw XI. Hearings**

### **Section 11.01 General**

Every Hearing is to be presided over by the Chair of the Honor Board as hearing chair, except when the Chair is unavailable. In this case, the Chair will select a suitable replacement. The Vice-Chair shall act as advisor to the accused and the Recording Secretary shall act as hearing secretary. If either member is unavailable, the Honor Board will select a suitable replacement from its membership. The Advisor of the Honor Board must be present at all hearings to make sure procedure is followed.

### **Section 11.02 Hearing Procedures Manual**

The Honor Board will maintain a Hearing Procedures Manual to contain every procedure and responsibility regarding a hearing. The Manual will be considered a part of this bylaw.

### **Section 11.03 Severance**

Cases involving two or more individuals in similar circumstances and charged with the same violation may be presented together at the discretion of the Honor Board Chair. Affirmation or non-affirmation of each individual will be decided independently by the panel, as stated in the Hearing Procedures Manual.

### **Section 11.04 Confidentiality**

The Honor Board will hold all details regarding any case in the strictest confidence.

## **Bylaw XII. Appeals**

### **Section 12.01 General**

If the panel of students at the hearing makes a decision that affirms the occurrence of an Honor System violation or if a student confesses to a violation, the Honor Board will render a penalty at its next meeting. After a penalty has been rendered, the Corresponding secretary will notify the accused and the Honor Board Advisor. The accused will retain the right to an appeal of the penalty rendered by the Honor Board or an appeal of the case outcome if it is suspected that the Investigative Committee violated these bylaws. The procedures for appeals are summarized below and are stated in the Hearing Procedures Manual.

### **Section 12.02 Process for Seeking Appeals**

1. Submit a letter to the Dean of Undergraduate Academics with the reasons for the appeal up to 14 calendar days after the date of the rendered penalty.
2. The Dean of Undergraduate Academics will look over the appeal and based on appeal criteria, decide if an appeal is warranted. If warranted, the Dean of Undergraduate Academics will give the appeal to the Academic Appeals committee.

### **Section 12.03 Appeal Criteria**

1. Penalty: The Honor board levied too harsh a penalty.
2. Investigation: The procedures for Honor Board investigations were not properly followed and/or the rights of the accused student were not protected.
3. Hearing: The procedures for Honor Board hearings were not properly followed and/or the rights of the accused student were not protected.
4. Other appeals may be heard if, in the opinion of the Dean of Undergraduate Academics, an accused student's rights were mishandled and/or the procedures followed by the Honor Board are deemed unfair to the students involved.
5. The Academic Appeals committee may meet with the accused, the hearing chair, an Honor Board Representative and/or anyone else deemed necessary by the Academic Appeals committee.
6. The Academic Appeals committee will decide to uphold the outcome of the Honor Board proceedings or overrule the outcome and/or penalty rendered by the Honor Board based on the grounds upon which the appeal was requested. The decision will be submitted to the Dean of Undergraduate Academics with an

explanation of the findings of the Academic Appeals committee and a recommendation for the final disposition of the case. The Dean of Undergraduate Academics will send a copy of the Academic Appeals Committee's findings to the Honor Board Advisor and the Honor Board Chair.

7. The Honor Board and the student will retain the right to appeal the decision of the Academic Appeals committee to the Provost of the University. Either party can do so by submitting a request in writing stating the reasons for an appeal of the Academic Appeals Committee's decision.
8. The Provost may, at his discretion, delegate the authority to oversee the appeals. All further references to the Provost ought to be read as "the Provost or his delegate."
9. The Provost will look over the request and if warranted, will meet with the requestor. The request must be submitted within 14 days of the Academic Appeals committee's decision.
10. The Provost will have the final say in an appeal and both the Honor Board and student will uphold the decision.
11. No appeal request will be accepted by the Dean of Undergraduate Academics or the Provost after the 14-day period.
12. A penalty which is appealed will not be implemented until the conclusion of the first appeal to the Academic Appeals committee. Once the committee has ruled on the penalty, it will be implemented, but may be modified afterwards on appeal to the Provost.

### **Bylaw XIII. Membership of the Stevens Honor Board**

#### **Section 13.01 Class Definition**

A Class shall be defined as any group of members of the Student Body that entered the Institute during the same year with the following exceptions:

1. Any student, who is enrolled in the Institute for more than 5 years, will be counted with the 5th year class.
2. Incoming transfer students shall be members of the Second Year Class.

#### **Section 13.02 Membership**

1. The number of seats on the Honor Board shall be allocated as follows:
  - a. 1<sup>st</sup> year: 6 seats (See point3)
  - b. 2<sup>nd</sup> year: 7 seats
  - c. 3<sup>rd</sup> year: 8 seats
  - d. 4<sup>th</sup> year: 9 seats
  - e. 5<sup>th</sup> year: 9 seats
2. Any Honor Board representative, once elected, shall hold that position until graduation, barring any circumstance that results in an early resignation or termination from the Honor Board.
3. In the 1<sup>st</sup> year class, 5 seats will be open in the Fall semester, and the remaining seat will open in the Spring semester. Therefore, there will always be open seats for the first three semesters after a new class enters.
4. In a situation where the number of non-graduating 5th year members added to the number of rising 5th year members exceeds the above limit, the number of seats will be temporarily expanded through the next graduation to accommodate all current members and there will be no elections of the 5<sup>th</sup> year class during that time..
5. Not more than three representatives can be affiliated with the same social fraternity or sorority.
6. Not more than three representatives can be affiliated with the same Varsity athletic team.

7. No executive officer from SGA, Interfraternity Council, Pan Hellenic Council, Co-op student Council, Commuter Council and Inter-Dormitory Council shall be eligible to be an Honor Board representative.
8. Officers: The officers of the Honor Board shall be a Chair, a Vice-Chair, a Corresponding Secretary, and a Recording Secretary. Their duties are described herein.
9. Vacancies in the Honor Board shall be filled by the class to which the opening belongs. A new election shall be held at least once a semester as well as any time deemed necessary by the Honor Board.
10. Students graduating within one semester of the election are not eligible to run for open seats.

## **Bylaw XIV. Elections**

### **Section 14.01 Nominations**

Nominations for Honor Board Representatives shall be held according to the following provisions:

1. Nominations for Honor Board Elections shall be held within 2 weeks of the middle of the semester except when deemed necessary by the Honor Board. Election should occur every semester unless the Board is at maximum capacity.
2. An Election Committee overseen by the Chair and the Vice Chair will review the applicants. The Committee may require a formal written application and/or essay to be submitted. The Election Committee may also conduct interviews of character.
3. The written application and recommendations from the Election Committee will be presented to the Board. If anyone on the Board has concerns about the fitness of any candidate, that candidate may be removed from the applicant pool by a two-thirds vote.
4. All Candidates found fit will be voted on by the general student body.
5. Elections shall be online via the vote system.
6. Every member of each class may submit at most one vote for each candidate in his class and may not submit more votes than there are open positions in his class.
7. The nominees will be accepted to the Board based on a plurality vote.
8. A new officer training shall be held to acquaint the new members with their positions.

### **Section 14.02 Internal Elections**

Internal Elections shall be held in the following manner

1. The officers of the Honor Board shall be a Chair, Vice Chair, Corresponding Secretary, and Recording Secretary, and shall be elected by ballot in that order.
2. The procedures for elections are outlined in the Honor Board Meeting Rules of Order, which are considered an extension of these bylaws. The last regular meeting occurring at least one month prior to new acceptance to the Board shall be known as the annual meeting.
3. Officer elections shall be held at the annual meeting and the Honor Board members shall be notified of this meeting date two weeks prior.
4. Beginning at the regular meeting prior to the annual meeting, officer nominations from the floor and by mail will be accepted up until the time of the election of each officer.
5. A new officer training and transition period shall be held to acquaint the new officers with their positions.
6. Officers shall be elected for a term of one year or until their successors are elected, beginning three weeks after their election or immediately after the current member serving in office vacates their position, whichever comes first.

7. Members who are on academic probation or, if elected, would graduate or otherwise leave the Stevens community during their one-year term are not eligible to serve in office.
8. No member shall hold more than one office at a time.
9. In the event of more than two members running for a single position, if no candidate receives a majority vote, the candidate with the least votes will be eliminated from the ballot and the Board will vote again.

## **Bylaw XV. Duties of the Executive Board Officers**

### **Section 15.01 Honor Board Chair**

The duties of the Honor Board Chair are summarized below, more detail can be found in the Honor Board Officer's Guide:

1. Call and preside over all meetings of the Honor Board.
2. Assign all casework to Honor Board members and assign a Defense Advocate to each accused student.
3. Meet regularly with the Honor Board Advisor regarding the operations of the Honor Board.
4. Cast the deciding vote in case of a tie.
5. Appoint all committees.
6. Present all policies of the Honor Board to the Stevens Community.
7. Organize an orientation for all new members of the community (Students, Teaching Assistants, Faculty, and Administrators)
8. Prepare a report for the President of the Institute once every academic year.
9. Present a report on the state of the Honor System to the faculty at one of their meetings every semester.
10. Maintain a database of all past Honor System violations and their outcomes.

### **Section 15.02 Vice-Chair**

The duties of the Vice-Chair are summarized below, more detail can be found in the Honor Board Officer's Guide:

1. Preside over meetings or other Honor Board functions in the event of the Chair's absence.
2. Keep an accurate record of the status of all casework being investigated or prosecuted by the Honor Board.
3. Administer performance reviews of Honor Board members at least twice a semester.
4. Organize and administer member-training programs, including New Member training and Honor Board Retreats.
5. Keep an accurate record of financial transactions of the Honor Board.
6. Maintain a record of member demerits.

### **Section 15.03 Corresponding Secretary**

The duties of the Corresponding Secretary are summarized below, more detail can be found in the Honor Board Officer's Guide:

1. Maintain all case-related correspondence with faculty and administration (including the Honor Board Advisor, students, panelists, and any other person or organization with whom the Honor Board has dealings) except the correspondences dealing with the work of the IC.
  - a. Whenever a penalty is decided upon by the Board or is modified upon appeal, the Corresponding Secretary shall ensure that the appropriate faculty and administration are aware.
2. Maintain the Honor Board Office, and the case files of the Honor Board.

## Section 15.04 Recording Secretary

The duties of the Recording Secretary are summarized below, more detail can be found in the Honor Board Officer's Guide:

1. Record accurately the minutes of the meetings of the Honor Board and keep a record of those minutes for future Honor Boards.
2. Notify the membership of the Honor Board of all meetings and functions of the Honor Board.
3. Maintain a record (archive) of outstanding and completed cases.
4. Maintain a schedule for the use of the Honor Board Office.

## Bylaw XVI. Conduct of Honor Board members

### Section 16.01 Investigation of Honor Board members

1. An Honor Board Member may be investigated and prosecuted for an unethical act, which is not considered an Honor System violation. Such a violation shall be reported to the Honor Board Chair in writing.
2. An Honor Board member accused of an Honor System violation or under investigation for an unethical act shall be suspended from the Honor Board until the conclusion of the investigation.
3. An IC shall be formed as outlined in Bylaw X. If a suitable IC cannot be formed, the Honor Board Advisor will handle the disposition of the case.
4. After sufficient investigation, the IC shall bring a recommendation to the Honor Board.
5. Based on the accumulated evidence presented by the IC and the testimony for the accused member, the Honor Board shall have a two-thirds vote to determine guilt or innocence.
6. If a member misses four (4) meetings within a semester, whether excused or not, the member shall be automatically convicted of an unethical act. This conviction may only be overturned by a unanimous vote.
7. An Honor Board member who is convicted of or who confesses to an unethical act shall have a penalty affecting their role and membership on the board levied upon him at the discretion of the Honor Board by a two-thirds vote with previous notice, except in the case of the expulsion from the board, which requires a three-fourths vote with previous notice.

### Section 16.02 Demerits

The Chair shall have the authority to levy demerits on Honor Board members for unprofessional or unethical conduct. Acquisition of 5 or more demerits will be treated as an unethical act as per §16.01. Demerits will not carry over into the next academic year but will carry over from Fall to Spring. Every member will start the Fall semester with no demerits.

### Section 16.03 Schedule of Demerits

Demerits will be given but not restricted to the following guidelines:

Behavior	Demerits
1. Unexcused absence from meetings	2 demerits
2. Unexcused tardiness to meetings	1 demerit
3. Unprofessional/Unethical conduct	Minimum: 3 demerits      Maximum: 5 demerits
4. Failure to submit a Weekly Case Report	1 demerit
5. Violating Honor Board Member Confidentiality	5 demerits

#### **Section 16.04 Internal Review**

The Vice-Chair will evaluate the performance of every member of the Honor Board twice a semester. The Honor Board Chair will be responsible for reviewing the Vice-Chair. Based on performance evaluations, the Honor Board Chair will have the power to put members on probation. Probationary status will last half a semester and can be removed after a positive review by the Vice-Chair. If a member on probation does not improve, the Honor Board Chair can call a vote and with 3/4th's approval of the voting membership remove the delinquent member from the Honor Board.

#### **Section 16.05 Leave of Absence**

1. An Honor Board member who feels that they are unable to perform their duties during a particular period of time for a specific reason, including but not limited to academic reasons or medical reasons, but still wishes to remain an Honor Board Member may request a Leave of Absence from the Board.
2. The Leave of Absence must be approved by two-thirds of the voting membership.
3. The Leave of Absence must not be consecutive Fall and Spring or Spring and Fall semesters.
4. During a leave of absence, a member may attend Honor Board meetings, but will not have voting rights, and shall be counted neither towards quorum nor calculating quorum.

#### **Section 16.06 Suspended Members**

1. Members on suspension are still bound by all rules and policies as Honor Board members in good standing. Suspended members must hold all case-related information confidentially and maintain the ethical conduct of Honor Board members for as long as they are affiliated with the Honor Board.
2. During a suspension, a member may not attend Honor Board meetings and shall not be counted towards calculating quorum.

### **Bylaw XVII. Meetings of the Honor Board**

#### **Section 17.01 Frequency**

The meetings of the Honor Board shall be held whenever necessary, at least 8 meetings per semester.

#### **Section 17.02 Quorum**

1. Two-thirds of the membership of the Honor Board, not including those on suspension or leave of absence, shall constitute quorum.
2. A quorum is necessary for all voting done at a meeting.
3. A majority vote of the Honor Board quorum is required to pass a motion unless otherwise specified in the Bylaws or Constitution of the Stevens Honor System.

### **Bylaw XVIII. Defense Advocates**

#### **Section 18.01 Appointment**

The Chairperson of the Honor Board shall appoint a Defense Advocate (DA) for each accused reported to the Honor Board.



## **Section 18.02 Purpose**

The purpose of the DA is to provide counsel and mentoring to a student accused of an Honor System violation. The DA shall provide counsel and mentoring in the form of explaining the rights of the accused student and the process of Honor Board proceedings.

1. To maintain due process, the DA and the accused student will have a confidential relationship regarding case related details.
2. Should the accused student's case go to a hearing, the accused student has the option to ask the DA for advice in preparing his/her defense.
3. A DA will answer any questions or clarify points regarding the hearing procedures of the Honor Board. The DA will be present at the Hearing and will handle all correspondence between the Honor Board and the Accused. Please reference the Hearing Procedures Manual for further details.

## **Bylaw XIX. Membership and Role of the Honor Board Advisory Council**

### **Section 19.01 Membership**

The Honor Board Advisory Council is to be made up of students, faculty, administrators, and alumni with the following breakdown:

1. Student representatives of the Honor Board Advisory Council shall be selected by the Honor Chair of the Gear and Triangle Honors Society.
2. Four faculty members serving a one-year term: One from each of the academic schools appointed by the Dean of that academic school at the beginning of the academic year.
3. Two administrators serving a one-year term: Any combination of administrators from the undergraduate school selected by the Honor Board Advisor and the Honor Board Chair at the beginning of the academic year. The Honor Board Advisor is not eligible to be a member of the Honor Advisory Council.
4. The Honor Board advisor may appoint a member of the Stevens community to the Honor Advisory Council. This member will not count towards the limitations specified above.
5. Honor Board alumni are always eligible to attend Honor Board Advisory Council meetings, and may request the Honor Board Advisory Council Secretary inform them of meeting dates.

### **Section 19.02 Role and Responsibilities**

The responsibilities of the Honor Board Advisory Council will be as follows:

1. Meet with the membership of the Honor Board at least once per semester.
2. Advise the Honor Board and Administration by making specific recommendations to improve the Honor System.
3. At the request of the Honor Board Chairman, to contribute a section to the annual report on the state of the Honor System to the President of the Institute at the end of the academic year

### **Section 19.03 Organization**

The Honor Board Advisory Council should select from its membership a Chairperson and a Secretary.

### **Section 19.04 Chairperson**

The chairperson shall be elected annually from the selected membership and is responsible for the completion of the responsibilities of the Honor Board Advisory Council.

### **Section 19.05 Secretary**

The secretary shall be elected annually from the selected membership and is responsible for taking minutes at every joint Honor Board/Honor Board Advisory Council Meeting along with contacting the membership of upcoming meetings and events.

### **Section 19.06 Confidentiality**

The members of the Honor Board Advisory Council shall be bound by the same rules and confidentiality as the members of the Honor Board.

### **Section 19.07 Meetings**

The Honor Board and the Honor Board Advisory Council shall meet at least once every semester for the improvement of the Honor System in the community.

## **Bylaw XX. Test/Final Examination Procedures**

### **Section 20.01 Students**

1. Pledge: The exam must contain a complete pledge and signed before submission to the Instructor.
2. Seating: A student may choose to sit in any open seat in the assigned exam room. It is the students' responsibility to see that the desk orientation is correct and that all the surrounding desks are a reasonable distance from his/her desk.
3. Seating Chart: A student will be responsible to sign a seating chart if requested to do so.
4. Electronic Devices: Electronic Device use is defined by the professor in the course outline or syllabus. The electronic devices cannot be programmed in any manner that would give a student an unfair advantage over his classmates.
5. Leaving the exam room: The student may leave the exam room during an exam, however they are not permitted to leave the premises (building or complex).
6. Scrap paper: The professor will provide any scrap paper for an exam; you may not use your own scrap paper unless specified by the professor.
7. A student who witnesses a suspected case of cheating during an exam, should alert the Instructor or Teaching Assistant immediately. Following the exam, the student should follow the procedure for reporting a suspected violation as outlined in Bylaw VII.

### **Section 20.02 Faculty/ Teaching Assistants**

1. Proctoring: The Instructor or TA will not proctor the students in the exam.
2. Availability: The Instructor or Teaching Assistant will be available within the building or complex to answer questions regarding the material on the exam.
3. Electronic Devices: The Instructor or Teaching Assistant will clearly define the policy on electronic device use before distributing the exam to the students.
4. Seating Chart: The Instructor or Teaching Assistant must use a seating chart for every test or examination. The Instructor or Teaching Assistant should ensure that the seating chart is correctly filled out.

5. If requested, the Instructor or Teaching Assistant will write the starting and ending times of the exam on the board.
6. Scrap Paper: The Instructor or Teaching Assistant will provide scrap paper if necessary for the exam.
7. Pledge: The Instructor, Teaching Assistant, or grader will not grade the exam if the pledge is not completed and signed on the exam.
8. The Instructor or Teaching Assistant must report any suspected cases of cheating during an exam to the Honor Board following the procedures outlined in Bylaw VII.

#### **Bylaw XXI. Provisions for Summer Sessions, Final Exam Sessions, Intercessions**

At the last scheduled meeting before the beginning of a summer session, final exam session, or intersession, the Honor Board may use a two-thirds vote with previous notice to reduce quorum to seven members during the following summer session, final exam session, or intersession. This reduction of quorum expires at the beginning of the next Fall or Spring session.

#### **Bylaw XXII. Interpretation**

In any case where the bylaws are unclear or do not adequately explain protocol, their interpretation shall be at the discretion of the Chairman. If any member of the Board believes that the Chairman is misinterpreting the bylaws, he may raise a vote to overrule the Chairman's interpretation, which shall require a 3/4ths vote to pass. In the case that such a vote passes, any member may propose an alternate interpretation, which shall require a 3/4ths vote to be approved. If, within one hour from the Chairman's interpretation being contested, no proposed interpretation has been approved, the proper interpretation shall default back to the Chairman.

#### **Bylaw XXIII. Amendments**

A two-thirds vote with previous notice shall be required for the amendment of the Bylaws.