

Bylaws of the Honor System of Stevens Institute of Technology

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Bylaw I. Pledge of the Stevens Honor System

Section 1.01 Pledge

The following pledge shall be written in full and signed by every student on all submitted work (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 III.

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

Section 1.02

The above pledge signifies that the student has abided by the policies and spirit of the Stevens Honor System as set forth by the Honor Board.

Section 1.03

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 II. Confidentiality

Section 2.01 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 2.02 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. When a case is going to hearing, i.e. when the student is charged with a violation, the student may seek out witnesses and representation to prepare their case. 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 2.03 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

Bylaw III. Referencing

Section 3.01 Definition

A reference 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 aid in completing their assignment. For cooperative work, all students involved should be listed as references.

Section 3.02 Format

References should be listed below the pledge on all submitted work. All names should be listed, along with addresses of websites, or titles of textbooks. A list of references may be included on a work-cited page instead of under the pledge if applicable.

Bylaw IV. Violations of the Stevens Honor System

A violation of the Honor System is any action that gives an unfair advantage over fellow students and/ or does not conform to the spirit of the Honor System as defined by the Constitution of the Stevens Honor System and interpreted by the Stevens Honor Board.

Bylaw V. Penalties

Section 5.01 Determination

Following a conviction or confession, a particular penalty will be set by a two-thirds majority vote of the members of the Honor Board present at a meeting.

Section 5.02 Schedule of Penalties

The penalty ranges for violating the Honor System are as follows:

Violation	Penalty
1. Unauthorized possession of, sharing possession of, or having knowledge of all or part of the exact contents of any test by stealing, seizure, purchase, etc., up to the start of the test	Expulsion from the Institute
2. Plagiarism	Maximum: Expulsion Minimum: No credit to be given for plagiarized work
3. Knowledge of a violation of the Honor System without reporting it	Not to exceed the penalty given to the original offender
4. Asking for, giving, or receiving aid on a test	Maximum: Expulsion Minimum: No credit to be given on the test
5. Violation of pledged work done outside of class (i.e. homework, lab and computer assignments)	Maximum: Expulsion Minimum: No credit to be given for the work
6. Perjury	Expulsion
7. Second Violation	Expulsion
8. Breach of Confidentiality	Maximum: Suspension Minimum: A written paper on academic integrity

Violation	Penalty
9. Falsifying an attendance sheet	Maximum: Letter grade drop Minimum: No credit for attendance in class for the day of violation
10. Taking a test for another student or having a test taken for you	Expulsion

Section 5.03 Dean's Action Star

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 Dean's Action Star will include the following statement: "An Honor System violation was committed in Course XXX, Semester YY(S/F)". In the case of a first or second year student, the Dean's Action Star can be removed by fulfilling an assignment as specified by the Stevens Honor Board. Upon approval by a unanimous vote of the Stevens Honor Board, the Dean's Action Star can be non-removable for a first or second year student. In the case of a third year student or beyond, the Dean's Action Star cannot be removed. Upon approval by a two-thirds vote of the members of the Honor Board, the Dean's Action Star can be removable for a third year student or beyond and the student can remove the Dean's Action Star by fulfilling an assignment as specified by the Stevens Honor Board. For students graduating after May 2006, the assignment must be completed prior to the student's date of commencement from Stevens Institute of Technology or within four months of the application of the Dean's Action Star. The date that grants the student the greatest amount of time will be set as the deadline. If the assignment has not been completed by the deadline, the Dean's Action Star will be permanently affixed to the student's transcript.

Section 5.04 Other Penalties

Any violation not covered in Section 2 will be assigned an appropriate penalty by a two-thirds vote of the members of the Honor Board.

Section 5.05 Extraordinary Penalties

Upon approval of three-fourths vote of the Honor Board, a rendered penalty may be outside the recommended range for that specific violation.

Bylaw VI. Reporting a Violation

Section 6.01 Procedure

Students or faculty members who believe a violation of the Honor System has been committed should report their suspicions within ten days of observation to an Honor Board member or to the Honor Board Advisor. The following information should be included if available:

1. Names of the accused student(s) and witnesses.
2. Nature of the alleged violation committed, and in which course.
3. Any physical evidence of the violation.
4. Where and when the alleged infraction occurred.
5. Names of the people reporting the violation and how they may be contacted (See Section 2).

Section 6.02 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 VIII, Section 2.I-m below.

Section 6.03 Grading Procedure

Faculty should 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.

Bylaw VII. Faculty Adjudicated Violations: the 13% Rule

Section 7.01 General

Faculty may investigate alleged Honor System violations involving any required coursework valued at less than 13% of the final grade. Faculty may levy penalties within Honor Board guidelines. Students retain the right to report the case to the Honor Board. Faculty must report honor board violation and penalty to Honor Board within 5 business days. 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 7.02 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.

Section 7.03 Penalties

The Honor Board will provide the faculty with mandatory guidelines based on Honor Board precedent. This guideline will be provided on the Honor Board website.

Section 7.04 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 VIII. Investigating Committees (IC)

Section 8.01 Creation of Investigating Committee

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

Section 8.02 Role of the Investigating Committee

At least two members from the IC must interview all persons involved in the case and gather all evidence relevant to the case.

1. No member of the IC can have fraternal, sororital, or social affiliations with the accused students.
2. At the beginning of the investigation, the Corresponding Secretary will notify the accused that they are under investigation. The IC is responsible for setting up all meetings during the investigation.
3. The IC must report to the Honor Board at a regular meeting within two weeks of the initial assignment of the case. If all evidence has not been attained by this time, the Chair may grant a one-week extension when conditions warrant.
4. The IC may drop a case due to insufficient evidence only with the approval of a two-third vote of quorum present at a meeting. If such approval does not occur, the Chair may appoint a new IC. If the case is dropped, no further investigations shall be made concerning the case unless additional relevant evidence is obtained within 1 semester of the close of the case.
5. The IC may accept a written confession from the accused student. This confession must be witnessed by two Honor Board members.
6. If the case is not dropped, and no confession has been submitted to the Board, the case will be resolved at a hearing. When a hearing is to occur, the Corresponding Secretary will notify the accused student in writing stating the offense, the time, date, place, hearing chair's name, accused advisor's name, and list of potential panelists 7 days before the hearing.
7. A person failing to appear before an IC to answer any non-incriminating question may be reported to the Honor Board Advisor for further disciplinary action with the consent of the majority of the Honor Board for obstructing an Honor Board investigation. No witness shall be forced to answer any question which, in the opinion of the IC, might incriminate the witness. Any accused person who has not reported to two scheduled meetings of the IC without a valid excuse will be assumed guilty of the alleged violation, and a penalty will be rendered by the Honor Board.
8. In the case a student severs his/her connection with the Institute before being brought to hearing, he/she shall be given the opportunity to appear before the IC and to present his/her case. If he/she fails to do either, the IC shall conduct its investigation and consult the Honor Board Advisor regarding final disposition of the case.
9. The IC must take notes and keep records for each meeting with a witness or accused student. The notes are to be signed by the witness or accused student at the end of the meeting. The IC chair, upon the conclusion of the case, must write a final case report and submit it to the Honor Board Chair.
10. During the investigation, no specific information provided by either the Honor Board or the accused or any other person involved in the case may be made public. If information is made public, such action will be treated as a breach of confidentiality (See Bylaw II) and subject to investigation and possible prosecution.
11. A student under investigation by the Honor Board is not in violation of the Honor System until proven so by his/her own admission or decided by a panel of his/her peers at an Honor Board hearing.
12. If the accuser is a member of the undergraduate student body, he/she has the option of having his/her name remain unknown to the accused student throughout the investigation. If the accuser chooses to exercise this option, he/she must make this clear to the Honor Board upon submission of the written violation report. This is known as Confidential Reporting (see Bylaw VI, Section 2); such an accuser is known as a confidential accuser and can be referred to as 'the accuser'.
13. If a case involving a confidential accuser is to proceed to hearing, and the Honor Board believes that the testimony and/or presence of the accuser is crucial to the case, the accuser will be asked by the IC for permission to reveal his/her identity no later than the time of evidence exchange. If the accuser does not wish to disclose his/her identity to the accused, no testimony from the accuser may be submitted by the IC as

evidence at the hearing. The Honor Board will determine whether the hearing may continue based only on the evidence collected in the course of the investigation, or be dropped.

Bylaw IX. Hearings

Section 9.01 General

Every Hearing is to be presided over by the Advisor of the Honor Board as hearing chair, except when the Advisor is unavailable. In this case, the Advisor 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.

Section 9.02 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 9.03 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 9.04 Confidentiality

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

Bylaw X. Appeals

Section 10.01 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 decision of a panel in the case of a hearing. The procedures for attaining an appeal are summarized below and are stated in the Hearing Procedures Manual.

Section 10.02 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 10.03 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 Chair of the Deans Council. Either party can do so by submitting a request in writing stating the reasons for an appeal of the Academic Appeals Committee's decision. The Chair of the Deans Council 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.
8. The Chair of the Deans Council will have the final say in an appeal and both the Honor Board and student will uphold the decision.
9. No appeal request will be accepted by the Dean of Undergraduate Academics or the Chair of the Deans Council after the 14-day period.

Bylaw XI. Membership of the Stevens Honor Board

Section 11.01 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 11.02 Membership

1. The Honor Board shall consist of eight representatives from each class.
2. Not more than three representatives can be affiliated from the same social fraternity or sorority.
3. 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. No person may hold an executive office in one of the above mentioned organizations and be an Honor Board Representative.
4. 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.
5. 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 or at a time deemed necessary by the Honor Board.

Bylaw XII. Elections

Section 12.01 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 consisting of 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 an interview of character.
3. The written application and recommendations from the Election Committee will be presented to the Board who will vote on fitness for candidacy.
4. All Candidates found fit, will be voted on by the general student body.
5. Elections shall be online via the vote system.
6. Each member of the class may cast no more than one vote per person per open position. No candidates may receive multiple votes from one person.
7. The nominees will be accepted to the Board starting with the person with the highest number of votes, until all available vacancies for that class are filled.
8. If the set quorum (2/3 of all undergraduate students) is not met, The Honor Board will vote to elect the nominees.
9. A new officer training shall be held to acquaint the new members with their positions.

Section 12.02 Internal Elections

Internal Elections shall be held in the following manner

1. The Honor Board shall elect members to hold the positions of Chair, Vice-Chair, Corresponding Secretary and Recording Secretary.
2. Officer elections shall be held one month prior to external elections.
3. A new officer training shall be held to acquaint the new members with their positions.

Bylaw XIII. Duties of the Executive Board Officers

Section 13.01 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 and the Defense Advocate Committee.
2. Assign all casework to Honor Board members and at the time of a hearing, assign a Defense Advocate Committee member to a case when requested.
3. Meet regularly with the Honor Board Advisor regarding the operations of the Honor Board and the Defense Advocate Committee.
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.

Section 13.02 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. Act as advisor to the accused for hearings when requested. The Chair may appoint a replacement if necessary.
3. Keep an accurate record of the status of all casework being investigated or prosecuted by the Honor Board.
4. Administer performance reviews of Honor Board members at least twice a semester.
5. Organize and administer member-training programs, including New Member training and Honor Board Retreats.
6. Keep an accurate record of financial transactions of the Honor Board.
7. Maintain a record of member demerits.

Section 13.03 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.
2. Maintain the Honor Board Office, and the case files of the Honor Board.

Section 13.04 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. Record accurately the minutes of the meetings of the Defense Advocate Committee and keep a record of those minutes for future Defense Advocate Committees.
3. Notify the membership of the Honor Board of all meetings and functions of the Honor Board.
4. Record the proceedings of all hearings.
5. Maintain a record (archive) of outstanding and completed cases.
6. Maintain a schedule for the use of the Honor Board Office.

Bylaw XIV. Conduct of Honor Board members

Section 14.01 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. The accused member shall be suspended from the Honor Board until the conclusion of the case.
3. An IC shall be formed as outlined in Bylaw VIII. 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 decide upon the final disposition of the case by a unanimous vote.
6. An Honor Board member who is convicted of or who confesses to a violation, either an Honor System violation or an unethical act unbecoming of an Honor Board member, shall have a penalty levied upon him or her at the discretion of the Board by a two-thirds vote of voting membership.

Section 14.02 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 mandate immediate expulsion from the Honor Board, unless overridden by a unanimous vote of the voting membership. 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 14.03 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 an IC report within two weeks of closing the case (for each member of the IC)	1 demerit
5. Violating Honor Board Member Confidentiality	5 demerits + removal from the Honor Board

Section 14.04 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 14.05 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 more than one semester.

Section 14.06 Suspended Members

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.

Bylaw XV. Meetings of the Honor Board

Section 15.01 Frequency

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

Section 15.02 Quorum

1. Two-thirds of the membership of the Honor Board, excluding the Chair, 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 a penalty is being rendered.

Bylaw XVI. Defense Advocate Committee (Suspended)

Section 16.01 Purpose

The Defense Advocate Committee is a group of students well educated in the procedures and policies of the Honor System and the board that governs it. The purpose of this committee is to provide representation for students who are accused of an Honor System violation and whose case is being presented at a hearing.

Section 16.02 Membership

The Defense Advocate Committee will consist of no less than 5 and no more than 8 undergraduate students of Stevens Institute of Technology. These students can be a member of any class year, but are restricted by the following conditions:

1. Not more than two representatives can be affiliated from the same social fraternity or sorority.
2. No executive officer from SGA, Inter-fraternity Council, Pan Hellenic Council, Co-op student Council, Commuter Council and Inter-Dormitory Council shall be eligible to be a member of this committee.
3. No member of the Stevens Honor Board may be a member of this committee.
4. The student must be in good standing with the Institute.

Section 16.03 Recruitment and Selection

The members of the Defense Advocate Committee will be appointed through the following procedure:

1. The interested student will submit the Defense Advocate Committee application to the Honor Board Chair and the Honor Board Advisor.
2. The Honor Board Advisor and Honor Board Chair will interview interested applicants.
3. The interested applicants will be accepted or rejected based on the decision of a panel consisting of three students from the Honor Board selected by the Honor Board Chair, The Honor Board Advisor, and two administrators selected by the Honor Board Advisor.

4. The accepted applicant must then attend a mandatory training session to be introduced to the role of Defense Advocate Committee member and to receive all necessary policies and procedures of the Honor System.
5. Upon satisfactory completion of the above, the new Defense Advocate Committee member will assist on at least one case and attend an additional hearing before solely representing an accused student

Section 16.04 Conduct

The members of the Defense Advocate Committee are held to all of the rules of conduct and confidentiality of the Honor Board, and will abide by the policies and procedures contained therein. The members of the Defense Advocate Committee are bound by the same rules as Honor Board members as stated in the Honor System Constitution and Bylaws.

Section 16.05 Meetings

The Defense Advocate Committee will meet as often as deemed necessary by the Honor Board Chair. Present at the meetings are the members of the committee, the Honor Board Chair, the Honor Board Recording Secretary, and the Honor Board Advisor (or proxy) when necessary. The Honor Board Chair will run all meetings and will be responsible for the assignment of cases to the members of the committee. The Honor Board Recording Secretary will take minutes of the meetings.

Section 16.06 Organization

The Honor Board Chair will organize meetings of the Defense Advisory Committee as well as assign cases to Defense Advocate Committee members. All cases will be assigned to Defense Advocate Committee members no later than 14 days prior to the date of the hearing. The details regarding the role of Defense Advocate Committee members in regards to a hearing are documented in the Hearing Procedures Manual.

Bylaw XVII. Membership and Role of the Honor Advisory Council

Section 17.01 Membership

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

1. Three student representatives serving a one-year term: These students are chosen by the Honor Board Advisor to represent major organizations on campus.
2. Three 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.

Section 17.02 Role and Responsibilities

The responsibilities of the Honor 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. To make an annual report on the state of the Honor System to the President of the Institute, the Honor Board, and the Student Development Committee of the Board of Trustees before the end of the academic year

Section 17.03 Organization

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

Section 17.04 Chairperson

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

Section 17.05 Secretary

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

Section 17.06 Access to information

The Honor Advisory Council may have access to any Honor Board information and/or documents approved by the Honor Board.

Section 17.07 Confidentiality

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

Section 17.08 Meetings

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

Bylaw XVIII. Test/Final Examination Procedures

Section 18.01 Students

1. Pledge: The exam must contain a complete pledge and signed before submission to the Instructor.
2. Seating: A student may chose 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 will report any suspected cases of cheating during an exam to the Instructor or Teaching Assistant.

Section 18.02 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 may use a seating chart, if available for the room in which the exam is being administered.
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 will report any suspected cases of cheating during an exam to the Honor Board.

Bylaw XIX. Student Newspaper Provision

The Honor Board shall publish an Honor Board report every semester in The Stute along with a case summary at the beginning of each semester.

Bylaw XX. Provision for Summer Sessions, Final Exam Sessions, Intercessions

If, during any of the above periods, occasions should arise requiring action by the Honor Board, and if in the opinion of the Honor Board it is impractical to observe one or more of these Bylaws, the Honor Board, by two thirds of those present at a meeting duly called by the Honor Board Chair, may temporarily suspend Bylaws, and may take such action deemed necessary by the Honor Board and warranted under the circumstances of any rights. In such cases, the Honor Board shall endeavor to act in accord with the spirit of the Honor System. During this period, seven members shall constitute quorum.

Bylaw XXI. Amendments

Section 21.01 Quorum

A two-thirds vote of the quorum of the Honor Board shall be necessary for the adoption or amendment of the Bylaws.

Section 21.02 Procedure

No amendment may be adopted until such amendments have been submitted in writing to all members of the Honor Board and proper notice has been given to the voting members of the meeting at which the changes are to be voted on.