

# Bylaws of the Honor System of Stevens Institute of Technology

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## Contents

|  |   |
|--|---|
| Bylaw I. Pledge of the Stevens Honor System .....            | 4 |
| Section 1.01 Pledge .....                                    | 4 |
| Section 1.02 .....   | 4 |
| Section 1.03 .....   | 4 |
| Bylaw II. Confidentiality.....                               | 4 |
| Section 2.01 Honor Board Members.....                        | 4 |
| Section 2.02 Accused Students .....                          | 4 |
| Section 2.03 Members of the Community .....                  | 4 |
| Bylaw III. Referencing.....                                  | 5 |
| Section 3.01 Definition .....                                | 5 |
| Section 3.02 Format .....                                    | 5 |
| Bylaw IV. Violations of the Stevens Honor System .....       | 5 |
| Bylaw V. Penalties .....                                     | 5 |
| Section 5.01 Determination.....                              | 5 |
| Section 5.02 Penalty Matrix.....                             | 5 |
| Section 5.03 Dean's Action Star .....                        | 5 |
| Section 5.04 Other Penalties .....                           | 5 |
| Section 5.05 Extraordinary Penalties .....                   | 5 |
| Bylaw VI. Reporting a Violation .....                        | 6 |
| Section 6.01 Procedure.....                                  | 6 |
| Section 6.02 Confidential Reporting.....                     | 6 |
| Section 6.03 Grading Procedure .....                         | 6 |
| Bylaw VII. Faculty Adjudicated Violations: the 13% Rule..... | 6 |
| Section 7.01 General.....                                    | 6 |
| Section 7.02 Students' Rights .....                          | 7 |
| Section 7.03 Penalties.....                                  | 7 |
| Section 7.04 Final Case Reports .....                        | 7 |
| Bylaw VIII. Investigating Committees (IC) .....              | 7 |

|               |  |    |
|---------------|--|----|
| Section 8.01  | Creation of Investigating Committee.....     | 7  |
| Section 8.02  | Role of the Investigating Committee .....    | 7  |
| Bylaw IX.     | Hearings .....                               | 7  |
| Section 9.01  | General.....                                 | 7  |
| Section 9.02  | Hearing Procedures Manual.....               | 7  |
| Section 9.03  | Severance.....                               | 7  |
| Section 9.04  | Confidentiality.....                         | 8  |
| Bylaw X.      | Appeals.....                                 | 8  |
| Section 10.01 | General.....                                 | 8  |
| Section 10.02 | Process for Seeking Appeals.....             | 8  |
| Section 10.03 | Appeal Criteria .....                        | 8  |
| Bylaw XI.     | Membership of the Stevens Honor Board .....  | 9  |
| Section 11.01 | Class Definition .....                       | 9  |
| Section 11.02 | Membership.....                              | 9  |
| Bylaw XII.    | Elections.....                               | 9  |
| Section 12.01 | Nominations.....                             | 9  |
| Section 12.02 | Internal Elections.....                      | 10 |
| Bylaw XIII.   | Duties of the Executive Board Officers ..... | 10 |
| Section 13.01 | Honor Board Chair.....                       | 10 |
| Section 13.02 | Vice-Chair.....                              | 10 |
| Section 13.03 | Corresponding Secretary.....                 | 11 |
| Section 13.04 | Recording Secretary.....                     | 11 |
| Bylaw XIV.    | Conduct of Honor Board members .....         | 11 |
| Section 14.01 | Investigation of Honor Board members .....   | 11 |
| Section 14.02 | Demerits.....                                | 12 |
| Section 14.03 | Schedule of Demerits .....                   | 12 |
| Section 14.04 | Internal Review.....                         | 12 |
| Section 14.05 | Leave of Absence .....                       | 12 |
| Section 14.06 | Suspended Members .....                      | 12 |
| Bylaw XV.     | Meetings of the Honor Board.....             | 12 |
| Section 15.01 | Frequency .....                              | 13 |
| Section 15.02 | Quorum.....                                  | 13 |
| Bylaw XVI.    | Defense Advocate Committee (Suspended) ..... | 13 |

|               |  |    |
|---------------|--|----|
| Section 16.01 | Purpose.....   | 13 |
| Section 16.02 | Membership .....   | 13 |
| Section 16.03 | Recruitment and Selection .....  | 13 |
| Section 16.04 | Conduct .....  | 13 |
| Section 16.05 | Meetings .....   | 14 |
| Section 16.06 | Organization .....   | 14 |
| Bylaw XVII.   | Membership and Role of the Honor Advisory Council .....                | 14 |
| Section 17.01 | Membership .....   | 14 |
| Section 17.02 | Role and Responsibilities.....   | 14 |
| Section 17.03 | Organization .....   | 14 |
| Section 17.04 | Chairperson .....  | 15 |
| Section 17.05 | Secretary .....  | 15 |
| Section 17.06 | Access to information.....   | 15 |
| Section 17.07 | Confidentiality.....   | 15 |
| Section 17.08 | Meetings .....   | 15 |
| Bylaw XVIII.  | Test/Final Examination Procedures.....                                 | 15 |
| Section 18.01 | Students .....   | 15 |
| Section 18.02 | Faculty/ Teaching Assistants.....                                      | 15 |
| Bylaw XIX.    | Student Newspaper Provision.....                                       | 16 |
| Bylaw XX.     | Provision for Summer Sessions, Final Exam Sessions, Intercessions..... | 16 |
| Bylaw XXI.    | Amendments .....   | 16 |
| Section 21.01 | Quorum .....   | 16 |
| Section 21.02 | Procedure.....   | 16 |

## **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 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 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 educational assignment as specified by the Stevens Honor Board. To assign a Permanent Dean's Star to a first or second year student, or to assign a Removable Dean's Star to a third year student or above, the Board may follow the procedures for extraordinary penalties as outlined in Section 5.05.

### **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 it within ten business days of suspicion to an Honor Board member or to the Honor Board Advisor. The preferred method of reporting a violation is through the online form at [www.stevens.edu/honor](http://www.stevens.edu/honor). 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.J-m below.

### **Section 6.03 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 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 must levy penalties 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 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. If the professor does not adhere to the penalty matrix provided by the Honor Board, the Honor Board will have the option to reopen the case and assign an appropriate penalty.

## **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**

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 IX. Hearings**

### **Section 9.01 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 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 number of seats on the Honor Board shall be allocated as follows:
  - a. 1<sup>st</sup> year: 4 seats
  - b. 2<sup>nd</sup> year: 6 seats
  - c. 3<sup>rd</sup> year: 7 seats
  - d. 4<sup>th</sup> year: 9 seats
  - e. 5<sup>th</sup> year: 9 seats
2. Not more than three representatives can be affiliated with the same social fraternity or sorority.
3. Not more than three representatives can be affiliated with the same Varsity athletic team.
4. 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.
5. 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.
6. 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.
7. Graduating seniors are not eligible to run in Spring elections.

## **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 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. 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<br>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. Failure to submit a Weekly Case Report  | 1 demerit                                  |
| 6. 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 consecutive Fall and Spring or Spring and Fall semesters.

### 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 otherwise specified in the Bylaws or Constitution of the Stevens Honor System.

### **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 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 VI.

#### **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 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 IV.

#### **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.