The Honor Code

I, ________________________________, have read, understanding and respect the basis and spirit of the Honor Code created and accepted by the Virginia University of Lynchburg. I pledge myself to govern my college life/employment according to its standards and to accept my responsibility for helping others to do so and to live by the Honor Code at all times and endeavor to help others do likewise.

Pledge of Honor

I have neither given nor received help on this work, nor am I aware of any infraction of the Honor Code.

Honor Code Conduct Standards and Regulations

Part I. Cheating

Section 1. Academic Cheating:

A. Intentionally giving or receiving help on written assignments, examinations, or on any work without prior permission of the instructor.
B. Looking at another’s test paper or other material with intent to gain and give unfair academic advantage without permission of the instructor.
C. Any other inappropriate behavior related to stealing information or aiding another student with information.

Part II. Stealing

Section 1. Property:

A. Stealing or attempting to steal personal, University, or other property.
B. Using personal, University, and other property without authorization.
C. Possessing property that is known to be stolen.
D. Any other student behavior that removes property from others that is not authorized.
Part III. Lying

Section 1. Falsifying Information:

A. Giving false information to any student, staff member, faculty member, or administrator with the intent to lie, deceive, or conceal.
B. Falsifying information or falsifying official records (e.g., admission records, grades, computer information, registration materials, or office records) in any manner.
C. Violating the Pledge of Honor by giving or receiving help on work or by not reporting Honor Code-related information to University officials or the Honor Board.

Sanctions as Applied by Honor Board Hearings

Dismissal
Dismissal is the involuntary separation from the institution without any guarantee of readmission. Consideration of readmission will not occur in less than one calendar year, with the burden of proof even then lying with the student. Students who are involuntarily separated from the University may not return to campus during the time that sanction is in effect without advance written permission of the Dean.

Suspension
Suspension is the involuntary separation from the institution for a specified period of time, at the end of which the student is entitled to readmission, assuming no intervening misconduct has occurred. Students who are involuntarily separated from the institution may not return to campus during the time the sanction is in effect without advance written permission from the Dean.

Disciplinary Probation
Disciplinary Probation is a strong, formal warning issued to the student in response to a serious violation of the Code of Conduct Standards and Regulations. Probation is for a stated period of time, and is intended to foster increased self-discipline and respect for the standards of the University. Subsequent misconduct, especially during the probationary period, will result in a more stringent sanction.

Admonition
Admonition is a written notice that a student has violated campus regulations and that future misconduct of any nature will be dealt with more stringently.

Restitution
A student or group may be required to make payments to the University or to other persons, groups, or organizations, for damages incurred as a result of misconduct.

The Virginia University of Lynchburg Judicial Board will have authority to preside over and administer discipline relating to violations of the University’s Rules and Regulations and Honor Code.

Procedures

A. Filing of Disciplinary Charges and Notification of Hearing:
   1. Any person alleging that a student has violated a University policy, standard, or Honor Code regulation may file a complaint by completing a “Form to File Judicial/Honor Charges.” These forms are available from the Deans’ offices.
   2. The University will not, in the absence of extraordinary circumstances, allow a complaint to go forward where the incident or incidents complained about occurred more than 30 working days prior to the date of the filing of the complaint.
   3. The respondent will be contacted and given all required due process.
4. Strict rules of evidence and procedure will not be applicable at disciplinary hearings.
5. A disciplinary hearing generally will proceed in the following manner (student Judicial/Honor Board):
6. The Board Officer (chair) is introduced.
7. Participants state any questions they have concerning rights or procedures.
8. The statement of charges is presented.
9. The respondent enters a plea of Responsible, Not Responsible, or No Plea.
10. Evidence is presented. The Board Chair coordinates a dialogue between the respondent, complainant, any witnesses, and Board members, allowing all parties to raise their questions in the interest of having them answered and to attain clarity in all testimony.
11. The respondent has the opportunity to present up to three (3) character witnesses and/or not more than five (5) letters of support.
12. The complainant and/or witnesses may present concluding remarks.
13. The respondent may present concluding remarks.
14. All persons are excused from the hearing room except the Board members so that the Board may deliberate.
15. The Board considers information introduced in the hearing and deliberates in executive session until a decision of Responsible or Not Responsible is made. The decision is based on a preponderance standard of proof and decided by a simple majority vote of the Board. The complainant bears the burden of proof and meets the threshold necessary when a preponderance of the facts, testimony, and other information presented demonstrates that the respondent is responsible for the offense as charged.
   a. The disciplinary cases are part of the official educational record of the student and are therefore confidential and private.

B. **Rights of Students regarding Hearings**

- The Board may apply no disciplinary sanctions to a student without due process.
- A student is presumed Not Responsible until proven Responsible.
- The burden of proof shall rest on the complainant.
- The student has a right to a timely hearing.
- The respondent shall have access to an official record of the charges for the purpose of preparing a defense.
- The respondent shall receive notification of the charges, the policy violated, and the time, date, and place of the hearing.
- The complainant and the respondent are allowed one advisor each, provided those persons are willing to assist the students. An attorney may represent the student, if the Dean is notified within 48 hours of the hearing. The attorney may be present at the hearing for the purpose of advising the student but may not examine the witness or make statements during the hearing.
- The respondent shall receive notification in writing of the decision within ten (10) working days of the hearing.
- If the respondent desires to appeal the ruling, he/she must submit his request in writing to the Vice-President for Academic Affairs within five (5) working days of receiving the writing notification of action of the Board.
- The Vice-President will determine if (1) due process was violated, additional information has become available on behalf of the respondent that was not available at the time of the hearing; and/or (3) the sanction was disproportionate to the violation, hence being too harsh.
- The decision of the Vice-President is final. No appeals may be submitted beyond this final level.

The student agrees to abide by the rules and regulations of the Virginia University of Lynchburg when admitted to the University. The actions of the Judicial Board and, if applicable, the Appeal Officer are final in the University process.

Student Signature: _________________________________ Date: _________________________________