William and Mary Undergraduate Honor Process

After seeing a potential violation, the Reporting Party must give the student an opportunity to offer an explanation. The Reporting Party should submit a Report of a Suspected Honor Code Violation ([www.wm.edu/honor](http://www.wm.edu/honor)) if the student admits responsibility or if the explanation is insufficient. The student then has 24 hours to report to the Honor Council or resign from the College. Once the student reports to the Council, the Honor Process begins. This act is not an admission of responsibility.

The Presiding Chair and the Procedural Advisor meet with the student to go over his or her rights, provide an opportunity for him or her to review the Report of a Suspected Honor Code Violation and discuss the logistics of the Honor Process. If the student has a Student Advisor, he or she may be present at this and all subsequent meetings (including the hearing).

The Investigating Committee (generally two to four unbiased Honor Council members) meets with the Respondent, Reporting Party, and any material witnesses to gather statements and evidence pertaining to the case. These are compiled into the Investigating Committee Report. This process is usually completed within 7 working days.

The Sufficient Evidence Panel (three other unbiased Honor Council members) meets to review the Investigating Committee Report. They determine if the evidence “presents a question that warrants a hearing.” At this point, a case can move forward, be dismissed for insufficient evidence, or be sent back to the Investigating Committee with a request for more information.

If the case moves forward, the Presiding Chair and Procedural Advisor arrange a Pre-Hearing Meeting with the student to go over hearing procedures, review all documentation related to the case, and discuss any special accommodations or concerns. The hearing itself is divided into the Judgment Hearing and, if necessary, the Sanctions Hearing. If a Respondent pleads responsible, then the Judgment Hearing may be bypassed and a Sanctions Hearing will take place. A student is considered to be “not responsible” unless responsibility is established beyond a reasonable doubt. After the hearing, the Respondent meets with the Dean of Students (or designee) to discuss the outcomes. The student may then file an Appeal within five working days.