



THE COLLEGE OF WILLIAM AND MARY  
OFFICE OF THE DEAN OF STUDENTS

# Undergraduate Honor Council Process

*If an accusation is made, the accused student should report him or herself to the Honor Council within 24 hours or resign from the College. Also, the accuser should forward a written version of the accusation to the Council within 24 hours.*

*The Chair reviews the accused student's rights with him or her, and the student is assigned a procedural advisor to assist in understanding the process.*

*If the Honor Council determines that there is insufficient evidence to proceed to a hearing or that the matter is trivial, the matter is dropped. **Triviality may be determined before an investigation takes place.***

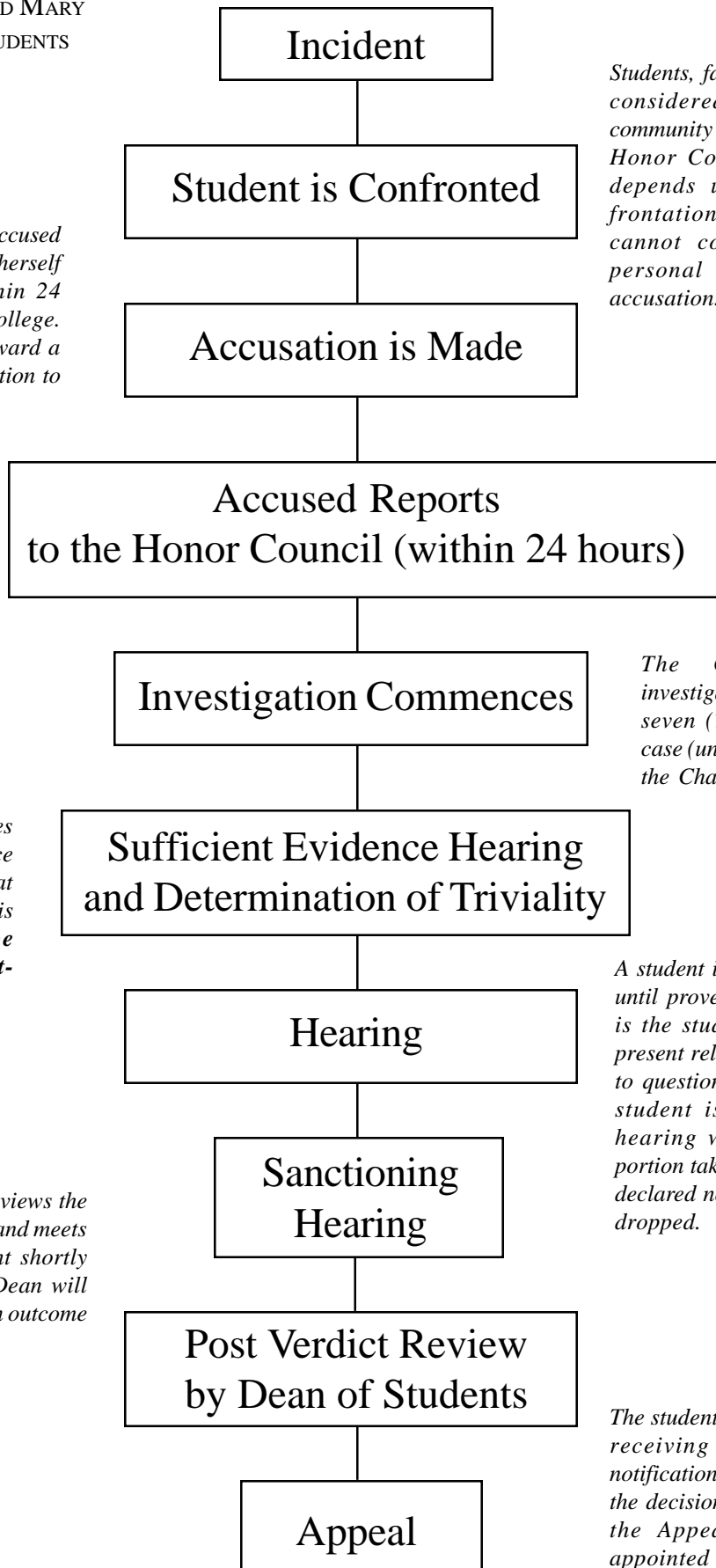
*The Dean or designee reviews the Honor Council outcome and meets with the accused student shortly after the hearing. The Dean will deliver the official written outcome to the student.*

*Students, faculty and staff are all considered "stewards" of the community of trust. Therefore, the Honor Code is driven by and depends upon personal confrontations. The HC process cannot commence without a personal confrontation and accusation.*

*The Chair appoints an investigating committee that has seven (7) days to investigate a case (unless given an extension by the Chair).*

*A student is considered innocent until proven guilty. The hearing is the student's opportunity to present relevant information and to question witnesses. Only if a student is found guilty in a hearing will the sanctioning portion take place. If a student is declared not guilty, the matter is dropped.*

*The student has five working days from receiving the official written notification to file a written appeal of the decision. The appeal is directed to the Appeals committee which is appointed by the Vice President for Student Affairs.*



## Helpful Definitions

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**Accuser:** The accuser is the person who personally confronts and accuses a student of violating the Honor Code. The accuser can be anyone.

**Accused:** The accused is the person who has been accused of either lying, cheating or stealing. From the time of accusation, the accused has 24 hours to report to the Honor Council or resign from the College.

**Reasonable Doubt:** The standard of evidence for all Honor Council cases is reasonable doubt-- doubt which an ordinary student might entertain, not imagined doubt, or doubt which a student might create in order to avoid the unpleasant duty of finding guilt.

**Triviality:** A case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequence to a matter of legitimate concern of the academic community, or one with no tendency to undermine trust within the community.

**Investigating Committee:** The investigating committee is appointed by the chair and is comprised of at least 2 Honor Council members. The IC interviews the accused, the accuser and any relevant witnesses. It also collects all relevant material evidence and completes an investigation summary report which is submitted to the chair.

**Procedural Advisor:** The Procedural Advisor (PA) is a student from the Honor Council who serves as a source of information to the accused regarding the investigation, hearing and general HC processes. For undergraduate cases, the PA does not take part in the actual hearing, but is on-hand to answer procedural questions. In graduate student cases, the Honor Council chair may act as the PA.

**Hearing Panel:** The honor council hearing panel is comprised of six students who determine verdict and, if guilt is found, sanctioning. To determine guilt, five of the six panel members must agree. To determine sanctions, four of the six must agree.

**Student Counsel:** An accused student also has the right to have another willing student act as his or her counsel, basically to present the case on his or her behalf. The student counsel must be from the accused student's school.

**Silent Counsel:** An accused student has the right to have a silent, non-participating person present at the hearing. This silent counsel can be legal counsel. The silent counsel cannot take part in the actual proceedings, but can advise the accused student throughout.