The Bylaws of the William & Mary Graduate Business School Honor Council

ADOPTED November 21, 2019

The Honor Code provides general rules about the governance of the Honor System, but on the whole, it is a description of infractions and their consequences. These Bylaws will provide guidelines for the Honor Council when conducting elections of officers and members, performing the duties and responsibilities of officers and members, and dealing with any business that might arise.

I. The Graduate Mason School of Business Honor Council

A. Composition: The Council will represent members in current standing (degree seeking) within the Full-Time MBA (six total: the Chair, Vice Chair, and four others within the First and Second-Year student bodies), two Executive MBA students, one Flex MBA student, two Online MBA students, two Masters of Business Analytics students, one Online Masters in Business Analytics student, and two Masters of Accounting Program student.

B. Election Procedures
   1. The Chair and Vice Chair are to be elected each year by a majority vote of the First-Year Full-Time MBA student body in the spring semester. Eligible candidates for these positions must come from that same First-Year Full-Time MBA student body.
      a. The election of the Chair and Vice Chair will be conducted on or before April 15th. The Chair and Vice Chair will be selected from the First-Year MBA student body to ensure continuity.
   2. The election of aforementioned student body representatives (I.A.) will be conducted on or before September 15th of each year. Representatives (I.A.) must be a member of the prescribed student body in good standing for which they represent.
   3. All graduate business students in accordance with I.B.1 and I.B.2 not previously found responsible for violating the Honor Code will be eligible to submit a Statement of Interest (SOI) to run for the Council.
   4. The Chair and Vice Chair (elected the previous April) will advertise and hold informational meetings for interested students at least two to three (2-3) weeks prior to the date of the Council elections. The exact timing will be based upon the academic calendar. These meetings will outline the Council’s responsibilities and application procedures.
   5. Statement of Interest
      a. The Statement of Interest will consist of the following: General information, reasoning for the desire to join the Council, and other appropriate questions as determined by the Chair and Vice Chair.
      b. The Statement of Interest will be submitted to the Chair and Vice Chair by the deadline established in advance and communicated to the candidate. Based on the previously communicated timeline, the Chair and Vice Chair will distribute the submitted Statement of Interests to the applicable program student body by the following Monday.
   6. Polling will be conducted using an electronic online voting system chosen by the Chair and Vice Chair. Eligible student voters will be limited to voting for candidates in their respective graduate program.
   7. The Chair and Vice Chair will certify the results at the end of voting on the date(s) of the Council elections. The appropriate number of candidates pursuant of their respective
program’s Council representation noted in Section I.A. above who hold the plurality of the votes will be considered elected the Council. The Chair and Vice Chair will, within 7 days, notify the appropriate student body of the newly elected representatives. A candidate may request a recount or contest the election for good reason, as determined by the Chair and Vice Chair.

C. Training
Honors Council training and orientation will be conducted within the first two (2) weeks following the announcement of the Council election results. Training will be organized and conducted by the Chair, Vice Chair, and the Director of Community Values & Restorative Practices (CVRP) (or designee).

D. Duties of Members:
Will attend monthly business meetings:
a. Members will be required to attend monthly business meetings.
b. The Secretary will take the roll at each weekly meeting, noting the absence of any member. Remote participation will be available under reasonable circumstances.
c. Members who must miss the monthly business meeting must notify the Secretary at least one (1) hour prior to the meeting.
d. Members will make every reasonable effort to arrive at a monthly business meeting promptly. If a member arrives more than five (5) minutes late, the Secretary will record the member as tardy. Every two (2) unexcused tardies will be counted as one (1) absence.
e. Members who miss two (2) or more unexcused business meetings must be impeached by the Chair (or Vice Chair if the Chair is to be impeached). Impeachment procedures are enumerated in [II.D.] below.
f. The determination of unexcused absences will be left to the discretion of the Chair (or Vice Chair if the Chair’s absences are under review).

Assistance with Education Initiatives:
g. Members of the Council will assist with the education of the Business School community by participating in student and faculty outreach as planned by the Outreach and Faculty Liaison Committees.

Committee Participation:
h. Members of the Council will sit on committees, both annual and ad hoc (if necessary), in order for the Council to function well.

Case Participation
i. Members the Council must participate in casework, including serving on Investigating Committees, Sufficient Evidence Panels, Hearing Panels, and as Procedural Advisors. Members will agree to share the workload of the Council as much as possible.

E. Vacancies: If a Member of the Council does not return to the university for any reason, resigns their seat, or is removed from the Council pursuant to II.D.7., the seat will be considered vacant. In the event of a vacancy, the Council must publicize the opening to the Business School student body and accept Statements of Interest for at least one week. The Council will then meet with the candidates in person. After this period, the Council will consider the applicants and elect, by a ¾ majority of the entire council, a new member who meets the requirements outlined in [I.B.] to fill the seat until the next annual election.
II. Graduate Mason School of Business Honor Council Officers

A. Election of Officers:
Members will elect officers of the Council annually in a scheduled or special meeting within one (1) week following the training of the new members (I.C.1.). The Chair and Vice Chair will conduct these elections. Members of the newly elected Council, except the Chair and Vice Chair, are eligible to run for each office. All members will have one (1) vote for each office election. Each officer will be elected by a simple majority.

B. General Council Officers: The General Council Officers will conduct most of the administration of the Council and serve as liaisons with the university administration. These Officers will serve in their distinctive capacities alongside the duly elected Chair and Vice Chair of the Council.

Secretary of the Council
   a. The office of Secretary may be held by any member of the Council.
   b. The Secretary will be responsible for taking minutes and attendance at any business meeting of the Council.
   c. The Secretary will also be responsible for enforcing any policies set forth in these Bylaws regarding attendance at business meetings.
   d. The Secretary will conduct any business if the Chair or Vice-Chair is unavailable to do so. This includes, but will not be limited to, chairing hearings, meeting with Respondents and reporting parties, and meeting with members of the university administration.

C. Committees and Committee Chairs: Committees and committee chairs will be appointed by the Chair to carry out the business of the Council. These appointments will be made before the second business meeting of the New Council.

Outreach Committee
The Outreach Committee will be responsible for promoting the Honor Council’s mission to the campus community. The Outreach Committee will be responsible for promotion and support of the Council, and honor education and prevention to the Graduate Business Students.

Faculty Liaison Committee
The Faculty Liaison Committee will be responsible for ensuring positive relations between the Council and faculty members. The Committee’s primary goal will be to act as a resource for the faculty to provide information on preventing honor violations and on the potential role of faculty in the adjudication process.

Ad Hoc Committees
Ad hoc committees may be appointed by the Chair to deal with issues that arise.

D. Impeachment and Removal of Members or Officers
Impeachment
   a. “Impeachment” is defined as charging a member or officer of the Council with improper conduct, including, but not limited to, violations of the Honor Code, serious Student Conduct violations, failure to comply with these Bylaws and/or other policy set forth by the Council, and/or negligence in duties incumbent upon a member or officer of the Council.
b. Any member of the Council may bring charges of impeachment against a Member or Officer.

c. Prior to bringing charges of impeachment, a Member will consult the Chair (or Vice Chair if the Chair’s improper conduct is alleged) regarding the process of impeachment and removal contained in these Bylaws.

d. Any Member of the Council can propose a motion of impeachment at any scheduled or special meeting of the Council. Said proposed impeachment will be communicated by the initiator to the Council and must be seconded by another Member to be considered. Once a proposed impeachment has been seconded, the Council may conduct the debate at that time or another scheduled time and place no later than one (1) month removed from impeachment proposal being seconded. the Council will then debate the grounds for impeachment for validity and coherence pursuant to II.D.1.a. Once deliberations are concluded, any Member can move to vote for impeachment. Only one other Member of the Council is necessary to second the motion to vote. The voting will take place immediately at that time with a 2/3 majority necessary to impeach.

e. Any Member(s) or Officer(s) who has had another Member(s) move to impeach that Member or is waiting for an impeachment trial will be prohibited from voting on impeachment or removal from office (II.D.3.) during that period of time.

Impeachment Hearing

f. At the next regularly scheduled meeting following a motion for impeachment of a Member or Officer, the Chair (or Vice Chair pursuant to II.D.1.c.) will present for discussion the alleged improper conduct of the impeached Member or Officer, with the impeached Member or Officer present.

g. All discussion will be kept strictly confidential.

h. During the discussion, the impeached Member or Officer will have an opportunity to speak to the Council regarding the alleged improper conduct.

Vote on Removal of an Officer from Office

i. An impeached Officer will be removed from office if and only if a minimum three-fourths (¾) majority votes for removal from office.

j. Removal from Office will not constitute removal from the Council. An additional discussion and vote on removal from the Council must be conducted for an Officer to be removed from the Council, in the same manner as any other Member, and per the rules contained in these Bylaws for removal from the Council.

Removal of Committee Heads and Members

k. Chairs and members of annual, ad hoc, and hearing committees may be removed by the Chair at any time, without impeachment or a vote on removal.

Vote on Removal of a Member from the Council

l. An impeached Member will be removed from the Council if and only if a minimum 2/3 majority votes for removal from the Council.

Removal of an Officer from Office

m. Removal of an impeached Officer from Office will occur immediately following the 2/3 majority vote pursuant to II.D.3.a.

Removal of a Member from the Council

n. Removal of an impeached Member from the Council will occur immediately following the 2/3 majority vote pursuant to II.D.5.a.
III. Conducting Business: Monthly Business Meetings

A. Monthly Business
The Council will hold business meetings monthly during the academic year. The Chair will preside at these meetings. If the Chair is unable to preside, the Vice Chair will preside, and if neither is available then the Secretary will preside.

A quorum of 50% + 1 of current Members will be required to conduct any official business at monthly business meetings.

B. Meeting Agenda
The Chair will set an agenda for each monthly business meeting. The agenda will include:

a. A report from the Chair.
b. A report from the Vice Chair and Secretary.
c. Reports from the committee chairs, ad hoc committee chairs, and other individuals responsible for Council initiatives.
d. Old and new business, including Council logistics and case updates.

C. Council Administrative Decisions
1. Council decisions will be made by a simple majority vote, unless otherwise specified in the Honor Code or these Bylaws. If business decisions must be made when the full Council is unable to meet, the Chair will be authorized to make such decisions as necessary, in consultation with the Vice Chair and any appropriate committee chair(s). The Chair will notify the entire Council of such decisions as appropriate, and as soon as possible.

2. Due to the composition of the council, including professional and online students, members may vote electronically.

IV. Policies and Procedures for Level I (Optional Early) Resolution Process

A. Early Resolution under the Honor Code
The Graduate Business Honor Council has a mechanism to resolve first-time, minor infractions of the honor code as defined in the Level I Criteria Chart.

1. If an instructor or Reporting Party suspects a violation of the Honor Code, the party will meet or speak with the Respondent to request an explanation of the observed conduct. The Respondent will have 24 hours to respond. If, upon discussing the matter, the student acknowledges responsibility for a violation, the facts of the case and violations will be recorded on the Early Resolution Stipulation Form. The Reporting Party will then contact the Chair of the Graduate Business Honor Council.

2. The Chair will convene a Case Disposition Panel within two working days. The CDP will decide whether the case qualifies for the Early Resolution Process. The criteria can be found in criteria tables at the end of this document.

   a. The Respondent acknowledged violating the Honor Code.
   b. The Respondent does not have a prior disciplinary or honor violation. (Note: The Chair of the GBHC will contact CVRP for this information).
   c. The CDP determines that the violation was minor enough to warrant acceptance into the Early Resolution Process. (Note: If the CDP determines that the case does not qualify for the Early Resolution Process, the Chair will notify the Director of
Community Values & Restorative Practices (CVRP), appoint a Procedural Advisor, and begin the Full Honor Code Resolution Process.

3. If the CDP determines that the case qualifies for Early Resolution, the Chair of the CDP will notify the Reporting Party, Respondent, and Director of CVRP. The Chair or Vice Chair of the Graduate Business Honor Committee will submit the Early Resolution Form to the Director of CVRP.

4. The Respondent will be placed on deferred suspension for one (1) full academic semester. If the Reporting Party is an instructor, the instructor may issue a grade penalty as appropriate. The recommended grade penalty may be (but is not limited to) a grade reduction of one letter grade on the assignment, a failing grade on the assignment, or a failing grade in the class.

5. If at any time the Respondent withdraws his/her acceptance of responsibility, the process will immediately be placed into the Full Honor Code Resolution Process. The Chair of the GBHC will appoint a Procedural Advisor and notify the Director of CVRP immediately.

V. Policies and Procedures for Level II (Full) Honor Code Resolution Process

A. Preliminary Matters:

1. Pursuant to the Honor Code, if a Respondent fails to submit a turn-in form to CVRP within forty-eight (48) hours, does not resign from the university in lieu of a self-turn-in, or if a potential Respondent does not properly conduct the initial conversation (or make a good faith effort to do so) per the requirements of the Honor Code, the Chair (or designee) will contact the Respondent or Reporting Party first to attempt to resolve the matter. The Chair (or designee) will request further assistance from the Director of CVRP (or designee) if necessary.

2. The Chair (or designee) and Procedural Advisor (PA) will meet with the Respondent and provide a copy of the written accusation, the Honor Code, an honor process flow chart, and the email address for the CHAP (student advisor) program.
   a. During this meeting, the PA will discuss with the Respondent rights and duties and the investigation process as detailed in the Honor Code and explain the role of the PA under the Code.
   b. The PA will notify the Investigating Committee Chair (ICC) when this meeting has taken place so that the investigation can begin as soon as possible thereafter.

3. As detailed in the Honor Code, Respondents have the right to a student advisor.
   a. Current members of the Honor Council will not serve as a student advisor.

4. The PA will make a diligent effort to meet with the Reporting Party to discuss rights and duties and the Honor process as detailed in the Honor Code. The PA will also offer CVRP's assistance.

B. Investigation

1. After receiving an official report, the Chair (or designee) will appoint an Investigating Committee (IC) of between two (2) and four (4) Honor Council members, or non-members if necessary, to collect and preserve evidence in a case.

2. Of the appointed IC members, one (1) will be designated the Investigating Committee Chair (ICC). The ICC will lead the investigation and arrange all interviews.

3. During all interviews, members of the IC will take notes, noting the date, time, place, and testimony. The witness or party must review and sign off on the interview notes in order to ensure their accuracy. Members of the IC may use a computer to take notes. The witness or party must then place an electronic signature in the electronic file of notes to ensure the accuracy of the notes.

4. The Investigating Committee (IC) will meet with the Respondent, the Reporting Party, and
any relevant witnesses and will obtain documents and other relevant information.

5. The ICC may request assistance from CVRP if any necessary party refuses to cooperate.

6. The ICC will direct the writing of the investigative report, listing interviews and briefly describing the nature of the testimony, listing all relevant documentary evidence and briefly describing what is shown in the evidence.

7. If the Chair or designee grants an extension for the investigation to continue beyond the seven (7) working days allotted by the Honor Code, the justification for such an extension must be noted in the case file.

8. If a Respondent has medical documentation or evidence relevant to the investigation, the Respondent will be directed to submit the documentation to CVRP (109 Campus Center). The Medical Review Committee (MRC) will review the documents presented by the Respondent and will provide a summary and guidance to the Council. The Council cannot receive medical documentation directly and will refer to the interpretation and guidance provided by the MRC.

C. Sufficient Evidence Panel (SEP)
   1. If the composition of the Council includes professional and online students, the SEP meeting may take place via video conference if an in-person meeting is impractical or impossible.
   2. If the SEP finds sufficient evidence by at least a two-thirds (2/3) vote, the SEP will create (1) a brief written statement summarizing the committee’s finding of sufficient evidence, and (2) a charge sheet with recommended charges to be reviewed by the Chair, a list of material witnesses expected to testify, and a summary of the alleged conduct in violation of the Honor Code. The Chair then will move to case to the hearing phase.
   3. If the SEP finds by at least a two-thirds (2/3) vote that more evidence must be collected before a final sufficiency determination of evidence can be made, it will send the investigative report back to the Investigating Committee with the permission of the Chair (or designee).
      a. The SEP will include a transfer form detailing any evidence it believes is missing from the report.
      b. The IC will have forty-eight (48) hours to collect the requested additional evidence and return the report to the SEP. If more time is needed, the IC will file a request for an extension with the Chair (or designee). If the additional evidence is not available, then it will be the responsibility of the SEP to decide if the available evidence is sufficient.
   4. If the SEP finds insufficient evidence, the case will be considered closed without charges. The Chair (or designee) will inform the Respondent of the decision. CVRP staff will inform the Reporting Party of the decision.

D. Pre-Hearing
   1. The ICC will prepare a case file detailing all pertinent information, including the charge sheet, the SEP transmittal, the IC report, any documentary evidence or other documents necessary for the hearing. The ICC will ask CVRP to prepare seven (7) copies of this file, or in the event of a three-person panel, four (4) copies: one (1) for each of the hearing panel members, and one (1) for the Chair (or designee).
   2. Prior to the hearing, the Chair (or designee), the PA, the Respondent, and student’s advisor (if applicable) will meet to discuss the rights and duties of the Respondent. During this meeting the Chair (or designee) will provide the Respondent with paper copies of any necessary documentation as listed in the Honor Code, and, as necessary, electronic copies of these documents.
3. The Honor Code directs the Chair (or designee) to schedule the date, time, and place for a hearing with respect for the rights and duties of the Respondent and the Reporting Party. Under extraordinary circumstances, the Chair (or designee) may arrange for witnesses and other parties to testify at this hearing remotely via telephone or internet (e.g. Zoom) if such parties are unable to attend in person.

4. The PA will make a diligent effort to meet with the Reporting Party prior to the hearing to discuss the Reporting Party’s rights and duties, and answer any of the Reporting Party’s questions.

E. Judgment Hearing

1. General Procedures
   a. Prior to the start of the judgment hearing, the ICC will prepare the hearing room for hearing by arranging chairs, distributing documentary evidence, setting up the digital recorder and conference phone (if necessary), and ensuring that hearing necessities (pens, highlighters, etc.) are available.
   b. Prior to the start of the judgment hearing, the ICC and PA will make sure all hearing panel members, witnesses, the Respondent, and Reporting Party are present or otherwise available to testify.
   c. If the Respondent exercises the right upon request to hold an open hearing, the Chair will do the following, in order to maintain proper and effective functioning of the Honor hearing as protected under the Student Code of Conduct and the Honor Code and maintain fundamental fairness during the proceedings as described by the Honor Code:
      i. Prior to the start of the hearing, the Chair will instruct all attendees of the requirement to remain silent and respectful of the proceedings, and that failure to comply with these instructions may result in removal from the hearing room (CVRP will provide written instructions to be read by the Chair at the hearing).
      ii. In the event that a disruption is egregious enough to warrant student conduct charges where applicable, the Chair may exercise the authority to submit a student conduct report regarding the disruptive conduct.
   d. The Chair (or designee) will record an introduction to the recording of the hearing. This recording will include the date, time, and place of the hearing; the charge and the names of the Respondent, the student advisor, the PA, the ICC, the hearing panel members, the Hearing Secretary, and the Chair (or designee).
   e. The PA will be present at the hearing for the benefit of the Respondent, the Reporting Party, and the Chair (or designee). The PA will not speak during the hearing proceedings but may make motions to correct procedural errors and maintain the Honor Council hearing process.
   f. During the hearing, and pursuant to the evidentiary standards provided in the Honor Code, the Chair (or designee) may limit the presentation of new evidence if it is not relevant and/or does not contain adequate indications of reliability. Additionally, the Chair may limit presentation of new documentary and/or new tangible evidence if it is not relevant and/or it offers no adequate authentication or indication of reliability.
   g. The Chair (or designee) will bring the Respondent and student advisor (if applicable) into the hearing room for the introduction of the panel, reading of the charge(s), and the Respondent’s entry of a response to the charge(s).
   h. Following these procedures, the Reporting Party will be given an opportunity to present an opening statement pursuant to the Honor Code.
2. Testimony of the Reporting Party
   a. The Reporting Party will testify first. The Reporting Party will begin testimony by
      making a statement but may request that the ICC begin questioning in lieu of a
      statement. If the Reporting Party chooses to make a statement, then the ICC will
      question the Reporting Party immediately following this statement. The Chair will
      question the Reporting Party next, then the hearing panel will question afterward, and
      finally the Respondent and/or student advisor (if applicable).
   b. After the Reporting Party’s testimony has been given (or relayed through
      questioning), the Chair will offer an opportunity for final questions to first the ICC,
      the Respondent, and finally the hearing panel.
   c. After the Reporting Party is finished testifying and all questions have been asked, the
      Chair (or designee) will encourage the Reporting Party to remain for the duration of
      the hearing. If the Reporting Party chooses to leave, the Chair will ask the party to
      privately leave a phone number in the event that the panel needs to contact the party
      for further testimony.

3. Testimony of Material Witnesses
   a. The Chair (or designee) will call any material witnesses.
   b. Each material witness will begin testimony by making a statement but may request
      that the ICC begin questioning in lieu of a statement. If a material witness chooses
      to make a statement, the ICC will question the witness immediately following this
      statement. The Chair will question each material witness, followed by the hearing
      panel, the Respondent and/or student advisor (if applicable), and the Reporting
      Party.
   c. After each witness has testified (or relayed testimony through questioning), an
      opportunity for final questions will be offered to first the ICC, then the
      Respondent, and finally the hearing panel.
   d. The Chair will excuse each witness after their testimony but must privately
      provide a phone number in case the panel desires to contact them for further
      testimony.

4. Testimony of the Respondent
   a. The Respondent will testify last. The Respondent will begin testimony by making a
      statement but may request that the ICC begin questioning in lieu of a statement. If
      the Respondent chooses to make a statement, then the ICC will question the
      Respondent immediately following this statement. The Chair will question the
      Respondent, followed by the hearing panel, the Respondent’s Student advisor (if
      applicable), and the Reporting Party.
   b. After the panel has questioned all witnesses, the Chair (or designee) will excuse
      the ICC.
   c. If the Reporting Party has chosen to remain in the hearing, the Chair (or
      designee) will offer the party the opportunity to present a closing statement prior
      to the Respondent’s opportunity to present a closing statement. The Chair (or
      designee) may instruct the Reporting Party regarding the purpose of a closing
      statement.
   d. Before closing the evidence portion of the hearing, the Chair (or designee) will
      instruct the panel that the Respondent student is to be found not responsible unless
      at least five of the six (5 of 6) members (at least two of three in the case of a three-
      person panel) find responsibility beyond a reasonable doubt. The Chair (or
      designee) will read from the Honor Code the definition of reasonable doubt.
   e. The Chair (or designee) then will declare the hearing closed, excuse the
Reporting Party (if still present), and leave the hearing room with the
Respondent and the student advisor (if applicable) to allow the panel to
deliberate.

F. Judgment Deliberations
1. The panel will hold the judgment deliberations in private. The panel will not record the
deliberations.
2. After completing discussion and conducting a final vote, thereby reaching a judgment, the
Hearing Secretary and panel members will write a rationale for the judgment to be uploaded
to the student’s casefile in Advocate.
3. The hearing panel will inform the Chair (or designee) when it has reached a judgment and
completed the rationale.
   a. If the panel finds the Respondent responsible for one or more violations, the
      Chair will inform the Respondent and instruct them that the panel will proceed to
      the sanctions phase of the hearing.
   b. If the panel finds the Respondent not responsible on all violations, the Chair (or
      designee) will deem the case closed and excuse the hearing panel and will inform
      the Respondent of the judgment. The Chair will inform the Respondent that
      CVRP will notify them in writing within the next two business days to document
      the decision officially.

G. Sanctions Hearing
1. If the panel finds the student responsible on one or more violations, the Chair (or designee)
   will convene the Sanctions Hearing if time permits (the Chair can schedule the Sanctions
   Hearing for a later date if the Judgment Hearing has taken an unusual amount of time). The
   Chair (or designee) will open the sanctions hearing and report the panel’s judgment for the
   recording. The Chair (or designee) will explain that the sanctions hearing is not for
   reassessment of responsibility, but for determination of appropriate sanction(s).
2. The Chair (or designee) will open the letter containing the Respondent’s prior record of
   Honor or Student Conduct violations provided by CVRP.
3. The Chair (or designee) will offer the Respondent an opportunity to present an opening
   statement, highlighting any extraordinary circumstances regarding the violation or the
   matters affecting the student at the time of the violation.
4. The Chair (or designee) will offer the Respondent an opportunity to present character
   witnesses, who will testify to the Respondent’s character and contribution to the university
   community. The Chair (or designee) may limit the total number of character witnesses
   allowed to testify, usually to no more than two (2). The hearing panel and Chair (or designee)
   may ask each character witness for more information to gain further insight into the
   character of the Respondent.
5. The Chair (or designee) will limit the introduction of additional documentary evidence to
   evidence that addresses appropriate sanctions or, if known to the witness, the circumstances
   regarding the violation or any information relevant to the Respondent’s learning post-
   incident.
6. The Respondent will be permitted to make a brief closing summary.
7. The Chair (or designee) will remind the hearing panel that sanction determination begins with
   suspension from the university, but the panel may deviate from the presumed sanction at its
discretion if it finds extraordinary circumstances exist; any sanction must be agreed to by a
vote of at least four of the six (4/6) panel members (or, at least 2 of 3 panel members in the
case of a three-person panel).
8. The Chair (or designee) will declare the hearing closed and instruct the Respondent and
student advisor (if applicable) to exit the hearing room.

9. The Chair will instruct the Respondent that the Chair will provide the sanction decision in a sanction delivery meeting to be scheduled no more than two business days following the hearing. The Chair and a member of CVRP staff will inform the Respondent of the sanctions and appeal options at the meeting.

H. Sanctions Deliberations
1. The panel will hold the sanctions deliberations in private and will not record the deliberations.
2. The Hearing Secretary, with assistance from the hearing panel, will write a rationale explaining the reason(s) behind the sanction. This rationale will be uploaded to the student’s case record in Advocate.
3. The hearing panel will inform the Chair (or designee) when a decision is made.

I. Post-Hearing
1. The Hearing Secretary will prepare the written hearing notes and rationale for uploading to the student’s case record in Advocate no later than forty-eight (48) hours of the hearing. Upon uploading the notes/rationale document, the Hearing Secretary will email cvrp@wm.edu to inform them. The Chair will deliver all hearing materials, including the recorder, all casefiles, and notes, to CVRP the first business day following the hearing.
2. The Hearing Secretary will complete and send thank you notes to all witnesses involved in both judgment and sanctions hearings.
3. The Hearing Secretary will remove any writing pertaining to the case on the whiteboard of the room where the panel takes place and will return to the room furniture to its original configuration.
4. The Hearing Secretary will, at the end of each case, publish a brief summary of the case in a manner that does not identify the student, to include the charges, a short summary of the facts of the case, the findings, and sanctions imposed; this information will be used by the Honor System Advisory Committee, provided to student media publications, and will be posted on the Honor Council website at the end of each semester.

VI. Other Hearing Procedures

A. Reinstatement Hearings: Per requirements detailed in the Student Handbook, a student who receives a suspension as sanction for an Honor Code offense must petition for reinstatement to the university through a reinstatement hearing.
1. A panel of consisting six (6) members will sit each reinstatement hearing. Of those six (6) members, at least three (3) members will have served on the student’s original hearing panel, when possible. If three (3) original panel members are unavailable, the Chair (or designee) will appoint replacement members. The Chair (or designee) will appoint one member to serve as Hearing Secretary.
2. The Presiding Chair will record an introduction to the recording which includes the date, time, and place of the hearing; the petitioner’s name; the original violation of the Honor Code for which the petitioner was found responsible; the student advisor’s name (if applicable); the Investigating Committee Chair’s name; the members sitting the reinstatement hearing, the reinstatement Hearing Secretary, and the Chair (or designee).
3. The Presiding Chair will bring the petitioner and student advisor (if applicable) into the hearing room for introduction to the reinstatement hearing panel.
4. The Presiding Chair will remind the petitioner and each witness that they must testify "fully and truthfully" and must answer all direct questions and not withhold any information unless as a student, the petitioner invokes the right against self-incrimination as provided in the
Honor Code. The Chair (or designee) will secure acknowledgment and affirmation from each witness that the witness will comply with these instructions.

5. The Presiding Chair will offer the petitioner an opportunity to make an opening statement.

6. The Presiding Chair will offer the petitioner an opportunity to present character witnesses, who may testify to the petitioner’s character, the growth and development the witness has observed in the petitioner post-incident, and the petitioner’s potential to contribute to the university community in the future. The Chair (or designee) may limit the total number of character witnesses allowed to testify, usually to no more than two (2).

7. The Presiding Chair will offer the petitioner an opportunity to make a closing summary and argument.

8. The Presiding Chair will instruct the readmission hearing panel that reinstatement requires the agreement of at least four of the six (4/6) panel members and then will declare the hearing closed and leave the hearing room with the petitioner and student advisor (if applicable). The reinstatement hearing panel will deliberate in private and will not record the deliberations.

10. The reinstatement hearing panel will inform the Presiding Chair when it has decided on reinstatement. The Presiding Chair will then inform the petitioner and student advisor (if applicable) of the decision immediately.

11. If denied reinstatement, a petitioner may reapply for reinstatement during the next academic term; either the spring, summer, or fall.

12. The Hearing Secretary will upload to Advocate the typed notes of testimony and the reasoning for the recommendation; copies of letters sent to the witnesses; the original copies of any documentary evidence. The HSR will bring all hard copies of the files, all notes, and the digital recorder to CVRP by the first business day following the hearing;

13. A copy of the case file will be kept for the Honor Council office.

VII. Provision for Respondents Requiring Language Assistance and/or with Disabilities

A. Students with Disabilities that may impact their participation in the Honor Process may direct any questions to their Procedural Advisor, Chair of the Graduate Business Honor Council, CHAP, or the Office of Community Values and Restorative Practices (CVRP).

B. Students requiring language services (translation and interpretation), may contact their Procedural Advisor, Chair of the Graduate Business Honor Council, CHAP, or CVRP.

VIII. Amendments

A. Amendments to the Bylaws

1. Any Member of the Council can propose an amendment through any mode of communication (email, word of mouth, etc.). The Member who proposes an amendment will communicate the proposed amendment to the Council. The proposed amendment must be seconded by another Member to trigger a meeting.

2. The member proposing the amendment will draft any proposed ideas into formally proposed amendments for presentation, discussion, and debate at the subsequent business meeting. The proposed amendment(s) must be e-mailed to the entire Council at least twenty-four (24) hours prior to the meeting to debate a proposed amendment.

3. The Council meeting to debate a proposed amendment must take place no later than 14 school days. The Council will then debate the amendment for validity and coherence with the Honor Code at this meeting. Quorum for a proposed amendment meeting will be pursuant to III.A.2.
4. The proposed amendment may be modified by the Council by a consensus.
5. Any Member except the Member who proposed the amendment may motion to vote on the proposed amendment up for debate. Another Member except the Member who proposed the amendment may second the motion to vote.
6. All members will have one (1) vote for the proposed amendment. A two-thirds (2/3) majority of the voting Members is necessary for the amendment to pass.
7. Once an amendment has been passed by the Council, the ratification process will be pursuant to XIII.D.2 of the Honor Code.
### Case Disposition and Sanctions Criteria

<table>
<thead>
<tr>
<th>Level I Criteria</th>
<th>Means for Resolution</th>
<th>Grading Consequences</th>
<th>Sanctions</th>
</tr>
</thead>
</table>
| • Plagiarism in the form of inadequate paraphrasing or direct use of another’s words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting an insignificant portion of the work; source is cited. | • Faculty/Student Early Resolution with referral to Honor Council for determination of sanctions **OR**  
  - Either party may opt for formal review and resolution by the Honor Council | • Reduced grade on the work **OR**  
  - A failing grade or grade of zero on the work | • Deferred Suspension for one full academic semester (Early Resolution).  
  • Deferred Suspension for one academic year (Full Formal Process) **AND**  
  - The instructor or the Council may require student to re-submit the work for no additional credit, may require the student to confer with the Writing Resource Center, or may refer the student to a time management/study skills seminar in the Dean of Students Office. |
<p>| • Unauthorized collaboration on a homework assignment. |                                                                                      |                                                                                      |                                                                                               |
| • Plagiarism: Inadequate paraphrasing or direct use of another’s words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting a significant portion of the work; source is cited. |                                                                                      |                                                                                      |                                                                                               |
| • Plagiarism: Direct use of others’ words, without quotation affecting a minor portion of the work; source is not cited. |                                                                                      |                                                                                      |                                                                                               |
| • Submitting one work for two courses without advanced permission from the current instructor |                                                                                      |                                                                                      |                                                                                               |
| • Providing work to another student and/or enabling another student’s dishonesty |                                                                                      |                                                                                      |                                                                                               |</p>
<table>
<thead>
<tr>
<th>Level II Criteria</th>
<th>Means for Resolution</th>
<th>Grading Consequences</th>
<th>Sanctions</th>
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</thead>
<tbody>
<tr>
<td>• Plagiarism: Direct use of others’ words, without quotation, affecting a significant portion of the work; source is not cited</td>
<td>• All Level II violations must be referred to the Honor Council for investigation and, if necessary, hearing.</td>
<td>• Failing grade in the course or a course grade reduction</td>
<td>• Deferred Suspension, Suspension, or Permanent Dismissal <strong>AND</strong></td>
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<td>• Inventing or falsely attributing the sources used in a paper or other work</td>
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<td>• Other appropriate educational requirements.</td>
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<td>• Cheating on an examination</td>
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<td>• Falsifying data or research</td>
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<td>• Submitting a fraudulent excuse to receive an extension on an assignment or examination</td>
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<td>• Bringing materials or equipment into a room where an exam is being given in contradiction of school/department or the instructor’s course policies</td>
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<td>• Using or viewing any materials or equipment, including a cell phone or other electronic device, during an examination without explicit instructor authorization</td>
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<td>• Enlisting another to take an examination for you; taking an exam for someone else</td>
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<td>• Unauthorized collaboration on a take-home exam or paper</td>
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<tr>
<td>• Submitting a paper, lab report, project, thesis or other assignment as one’s own that has been significantly created by someone else, whether the work has been purchased, borrowed, found, etc.</td>
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<td>• Soliciting another to participate in unethical behavior</td>
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<tr>
<td>• Any prior violation of the Honor Code.</td>
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William & Mary
Graduate Business Honor Council

Early Resolution Process

SUSPECTED VIOLATION

APPROACH FOR CLARIFICATION
Faculty Speaks with Student; believes honor violation has occurred.

STIPULATION FORM COMPLETED
Student Admission of Responsibility for Violation within 24 hours; violation recorded on form in Advocate

CASE DISPOSITION AND GRADE PENALTY
1. Honor Council Case Disposition Panel (3-members) evaluate case for eligibility for Expedited Process
2. Faculty Determines Grade Penalty
   (including but not limited to one Letter Grade on assignment, fail assignment, fail class)

EARLY RESOLUTION
Student Found Responsible, placed on Deferred Suspension for one full Academic Semester

FULL HONOR RESOLUTION PROCESS
Matter referred to council for investigation and resolution