

# Honor Informed Retraction Form

Student's Name: \_\_\_\_\_

Honor File #: \_\_\_\_\_

School: \_\_\_\_\_

Year: \_\_\_\_\_

## **1. Admission of Commission of Honor Offense(s)**

I understand that I am the subject of an Honor Report, filed by \_\_\_\_\_ (the "Reporter"), and I admit that I committed the following such Honor Offense(s) (the "Honor Offense(s)"): \_\_\_\_\_

\_\_\_\_\_

## **2. Acceptance of Terms of Informed Retraction by Student**

I understand and agree to the terms and conditions of the Informed Retraction, as set forth herein, in the Honor Informed Retraction Terms and Conditions and in the Bylaws of the Honor Committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **3. Acknowledgment by Third Parties**

In the attached document, I have listed the only Third Parties, to the best of my knowledge, who were or are directly affected by my commission of the Honor Offense(s) which is/are the subject(s) of this IR Form. I have agreed to correct and/or make amends for such Honor Offense(s) (i.e., in the case of Cheating, I have admitted the Cheating to the relevant instructor and agreed to comply with any conditions imposed by such instructor for academic reevaluation; in the case of Lying, I have admitted the lie to everyone to whom the lie was communicated; and in the case of Stealing, I have admitted the theft and returned or agreed to return all property (in its original condition, if applicable) to the rightful owner(s) or provided monetary compensation, if applicable). I have asked each of them to acknowledge my IR, and my making of the foregoing amends, by **making a statement** (see formatting guidelines below) **which I attached to this document**.

Third Party Acknowledgements are to be prepared by the student and submitted in a separate document, and must include the following:

- Student's Name
- Date
- Conditions (as agreed upon by student and third party)
- Signature of Third Party

#### 4. Meeting with Association Dean

**Purpose:** Discuss academic options in light of two-semester Leave of Absence.

\_\_\_\_\_ met with me in connection with the filing of this IR Form on the date noted below.

\_\_\_\_\_  
Association Dean

\_\_\_\_\_  
Date

#### 5. Meeting with the Dean of Students

**Purpose:** Discuss student's options and/or plans for the IR period (transfer credits, internships, etc.).

\_\_\_\_\_ met with me in connection with the filing of this IR Form on the date noted below.

\_\_\_\_\_  
Dean of Students

\_\_\_\_\_  
Date

#### 6. International Studies Office (INTERNATIONAL STUDENTS ONLY)

**Purpose:** Discuss visa requirements and reentry plans.

\_\_\_\_\_ met with me in connection with the filing of this IR Form on the date noted below.

\_\_\_\_\_  
International Studies Office

\_\_\_\_\_  
Date

#### 7. Submission

**Purpose:** To be completed by Honor Committee Members to indicate date of submission.

Form submitted to \_\_\_\_\_ on (date) \_\_\_\_\_

## Terms and Conditions

Through the terms and conditions of the Bylaws of the Honor Committee, students have the opportunity to make amends to the community of trust by submitting an Informed Retraction (an “IR”).

- I understand that an IR must be submitted on the Informed Retraction Form (the “IR Form”), and must be submitted to the Vice Chair for Investigations within seven (7) days from the day I received the Notice Letter (as hereinafter defined), either by hand delivery from my Honor Advisor, or by email to my “Primary Email Address,” as defined in the Honor Committee Bylaws, whichever first occurred.
- I understand that my IR is predicated on my taking responsibility for committing the Honor Offense(s) and on my agreement to make amends therefor, both by admitting such Honor Offense to all affected parties and by taking a leave of absence from the University community, all as more specifically set forth below.

By submitting the IR Form, I represent, on my Honor, that I am hereby recommitting myself to the Community of Trust, and that all of the information contained herein is true and complete to the best of my knowledge.

I further acknowledge, on my Honor, the following:

- I received a letter (the “Notice Letter”) from the Honor Committee on \_\_\_\_\_, setting forth a general description of the Honor Offense(s); enclosing the IR Information (as hereinafter defined); describing, in general, the investigation and trial procedures of the Honor Committee; and outlining the opportunity and conditions for submitting an IR. The “IR Information” means, collectively, a copy of the initial interview with the Reporter or other primary witness, together with any other relevant documents in the possession of the Honor Committee at the time the Notice Letter was delivered.
- I hereby admit that I believe that I committed the Honor Offense(s), and I acknowledge that I intend to make amends to the Third Parties (as hereinafter defined) by communicating such admission to each of them.
- I have listed below the name(s) and title(s), if applicable, of each of the third parties (including, without limitation, course professor(s), teaching assistant(s), other students, merchants and/or landlords) who is or was directly affected by my commission of the Honor Offense(s) (each, a “Third Party” and, collectively, the “Third Parties”). I agree to make amends to the Community of Trust by leaving the University for two full academic semesters (fall and spring), commencing at the beginning of the fall or spring semester immediately following the date of acceptance of my IR (the “Honor Leave of Absence”). I understand that summer sessions and January terms are not considered full academic semesters for the purposes of the Honor Leave of Absence, and that the Honor Leave of Absence must be completed over two, sequential academic semesters; i.e., the Honor Leave of Absence may not be interrupted by any period of re-enrollment.
- I understand that, if my IR is accepted, I may choose to complete the courses in which I am currently enrolled, but that all questions of grading, course requirements and course credit shall remain in the exclusive discretion of the applicable professor, school and/or department.
- I understand that the administration of the Honor Leave of Absence, and all matters relating to re-enrollment following the Honor Leave of Absence, if applicable, including all financial matters and all questions of registration status, eligibility to compete in varsity athletics, scholarship status, visa status, and status within the school or department in question, shall reside with, and be in accordance with the guidelines of, the applicable school or department (or other administrative or governing body) with respect to a regular academic suspension.

- I understand that, upon the submission of an IR, the Honor Chair will immediately notify the University Registrar to (A) place a notation on my transcript reading “Honor Probation,” which shall remain, assuming that the submitted IR is ultimately accepted, until the commencement of the Honor Leave of Absence, and (B) place a Registration Block on my record, cancelling any existing future enrollments, and preventing me from enrolling in additional University courses, which Registration Block shall remain in effect until the completion of the Honor Leave of Absence. Upon the commencement of the Honor Leave of Absence, I understand that my transcript will bear a separate notation indicating that I am subject to an Honor Leave of Absence. Such notation will be removed at the completion of my Honor Leave of Absence.
- I understand that the decision whether this IR meets all of the criteria of the Bylaws of the Honor Committee, sufficient to result in the dismissal of the Report, is within the sole, reasonable discretion of the Vice Chairs (as more particularly defined in the Bylaws).
- I understand that before my IR can be officially accepted, I must meet with the University Dean of Students or his or her designee (the Dean of Students and any such designee is hereinafter referred to as the “Dean of Students”), and that I must obtain the signature of the Dean of Students on this IR Form, in the space provided below. The Office of the Dean of Students is located on the second floor of Peabody Hall, and such a meeting can be arranged by visiting the Office of the Dean of Students or by calling the office at 4349247133.
- I understand that if I file an IR after graduating from the University, I must surrender my degree immediately, and that I will not receive my degree back until two full academic semesters have elapsed, in the manner described for calculating the period of the Honor Leave of Absence, above. I also understand that the date of degree conferral shall reflect such surrender on my transcript, and that, during this period, my transcript will bear the notation “Honor Leave of Absence.”
- I understand that if I file an IR in the year in which I would otherwise graduate, I must submit this IR Form to the Vice Chair for Investigations not later than the Wednesday before Final Exercises (or four (4) days before the applicable degree conferral date in any semester other than the spring) or within the IR Period, whichever is sooner. I also understand that upon submission and acceptance, my degree shall be held, and such hold shall remain until two full academic semesters have elapsed, in the manner described for calculating the period of the Honor Leave of Absence, above. I also understand that my transcript will bear the corresponding notations for the Honor Probation and Honor Leave of Absence in the same manner and sequence as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For use by Honor Committee only:**

Informed Retraction complete: YES NO

Vice Chair for Investigations: \_\_\_\_\_

Vice Chair for Hearings: \_\_\_\_\_

Date: \_\_\_\_\_