

UNIVERSITY OF VIRGINIA
HONOR COMMITTEE



P.O. Box 400706, NEWCOMB HALL, CHARLOTTESVILLE, VA 22904-4706 • (434) 924-7602 • FAX (434) 924-7968 • V/TDD (434) 982-HEAR

Honor Informed Retraction Form

Student's Name: _____

Honor Case #: _____

School: _____

Year: _____

I. Admission of Commission of Honor Offense(s)

A. Reported Honor Offenses. I understand that I am the subject of an Honor Report, filed by _____ (the "Reporter"), and I admit that I committed the following reported Honor Offense(s):

B. Additional Admitted Honor Offenses. In addition to the Honor Offense(s) reported by the Reporter (above), I admit that I committed the following Honor Offense(s). ***In order to be covered by my Informed Retraction,*** I understand that each of the following Honor Offense(s) (1) ***must have occurred simultaneously with, or prior to, the date of the most recent reported Honor Offense*** (above), ***and*** (2) is described by me (below) ***with specificity,*** including, ***as to each admitted Honor Offense.***

- (a) if applicable, in cases of Cheating or Lying, the name and semester of the relevant class and the name(s) of the professor(s) and/or teaching assistant(s) in question;
- (b) if applicable, in cases of Cheating, the specific assignment, quiz, test, paper or other work in question (e.g., "the fourth quiz, administered on [date];" "the final exam;" "the second research paper, due on [date], entitled [paper title]);

- (c) in cases of Cheating, the specific nature of the Cheating in question (e.g., “plagiarism of portions of the conclusion of the paper,” “copying answers from another student during the exam,” “consulting an unauthorized source during quiz #4;” “collaborating on the second homework assignment, in violation of the syllabus”);
- (d) in cases of Lying, a specific description of the lie in question; the date of such lie; the name of each individual to whom the lie was communicated; the specific circumstances of the lie in question, including, where a lie relates to course attendance or coursework, information describing the course and the specific assignment, quiz, test, paper or other work in question; and any other information necessary to provide a full explanation of the lie in question;
- (e) in cases of Stealing, a specific description of the theft in question; the date of such theft; the name of each individual affected by such theft; the specific circumstances of the theft in question; and any other information necessary to provide a full explanation of the theft in question.

II. Terms and Conditions of Informed Retraction

Subject to the terms and conditions of the By-laws 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 this Informed Retraction Form (this “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 By-laws, whichever first occurred.
- I understand that my IR is predicated on my taking responsibility for committing each of the Honor Offense(s) described above and on my agreement to make amends therefore, both by admitting each of such Honor Offense(s) to all affected parties and by taking a leave of absence from the University community, all as more specifically set forth below.

By submitting this 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:

- With respect to Honor Offense(s) reported by one or more third parties, I received a letter (the “Informed Retraction Letter”) from the Honor Committee on _____, setting forth a general description of such 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 IR was delivered.

- I hereby admit that I believe that I committed each of the Honor Offense(s) described in this IR Form, (whether reported by a third party Reporter or self-reported) and I acknowledge that I intend to make amends to affected Third Parties (as hereinafter defined) by communicating such admission to each of them. For purposes hereof, “Third Parties” means 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) described in this IR Form.
- With respect to each of the Honor Offense(s) described in this IR Form (whether reported by a third party Reporter or self-reported), I have attached an ***Acknowledgement of Commission of Honor Offense(s) and Statement of Amends Therefore*** in the form of **Attachment A**.
- 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 By-laws of the Honor Committee is within the sole, reasonable discretion of the Vice Chairs (as more particularly defined in the By-laws).
- 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 434-924-7133.
- 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 one calendar year has elapsed, and that my transcript will bear the notation “Temporary Honor Degree Surrender.”

- 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.

I understand and agree to the terms and conditions of the Informed Retraction, as set forth herein and in the By-laws of the Honor Committee.

Student Signature

Date

III. Acknowledgment by Third Parties/Amends

As set forth in the By-laws of the Honor Committee, “The cornerstones of the IR are the decisions by the submitting student to take responsibility for each of the Covered IR Offenses and to make amends therefore, both by admitting such Honor Offense(s) to all affected parties and by taking a leave of absence from the University community.” *Accordingly, for each of the Honor Offense(s) listed above* (whether reported by a third-party Reporter or self-reported), I have attached an ***“Acknowledgement of Commission of Honor Offense(s) and Statement of Amends Therefore,”*** in the form of **Attachment A**.

For purposes of my Informed Retraction, I understand that “Amends” means, in addition to my admission of each of the Honor Offense(s) in question, my agreement and compliance with any applicable condition of correction or remediation (e.g., in the case of Cheating, my agreement to any conditions imposed for academic re-evaluation; in the case of Stealing, the return of all property (in its original condition, if applicable) to the rightful owner(s) or the provision of monetary compensation, if applicable). I also understand that, in the case of academic fraud, the decision whether to reduce any grade or grades previously awarded, require make-up work, or impose any other academic penalties resides solely with the affected professor(s) and/or the relevant academic dean(s).

V. Other Requirements for Submission of Informed Retraction

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 Informed Retraction Form on the date noted below.

Association Dean

Date

Meeting with the Dean of Students

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

_____ met with me in connection with the filing of this Informed Retraction Form on the date noted below.

Dean of Students

Date

(INTERNATIONAL STUDENTS ONLY)

International Studies Office

Purpose: Discuss visa requirements and reentry plans.

_____ met with me in connection with the filing of this Informed Retraction Form on the date noted below.

International Studies Office

Date

(HONOR COMMITTEE USE ONLY)

VI. Receipt of Informed Retraction Form

Purpose: To be completed by Honor Committee Members to indicate date of receipt of this Informed Retraction Form.

Form received by _____ on (date) _____

VII. Receipt of Informed Retraction Form Completion

Informed Retraction complete: YES NO

Vice Chair for Investigations: _____ Date: _____

Vice Chair for Hearings: _____ Date: _____

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ATTACHMENT A

**Acknowledgement of Commission of Honor Offense(s)
and Statement of Amends Therefore**

Attachment to Informed Retraction

Student's Name: _____

Date: _____

Name of Affected Third Party (signature required below): _____

As set forth in the By-laws of the Honor Committee, “the cornerstones of the Informed Retraction are the decisions by the submitting student to take responsibility for his or her alleged Honor Offense(s) and to make amends therefore, both by admitting such alleged Honor Offense(s) to ***all affected parties*** and by taking a leave of absence from the University community.” Accordingly, I admit that I committed each of the Honor Offense(s) listed below. Pursuant to the By-laws of the Honor Committee, I understand that I am required to describe each such Honor Offense with ***specificity***, as follows:

- (a) if applicable, in cases of Cheating or Lying, the name and semester of the relevant class and the name(s) of the professor(s) and/or teaching assistant(s) in question;
- (b) if applicable, in cases of Cheating, the specific assignment, quiz, test, paper or other work in question (e.g., “the fourth quiz, administered on [date];” “the final exam;” “the second research paper, due on [date], entitled [paper title]);
- (c) in cases of Cheating, the specific nature of the Cheating in question (e.g., “plagiarism of portions of the conclusion of the paper;” “copying answers from another student during the exam;” “consulting an unauthorized source during quiz #4;” “collaborating on the second homework assignment, in violation of the syllabus”);

- (d) in cases of Lying, a specific description of the lie in question; the date of such lie; the name of each individual to whom the lie was communicated; the specific circumstances of the lie in question, including, where a lie relates to course attendance or coursework, information describing the course and the specific assignment, quiz, test, paper or other work in question; and any other information necessary to provide a full explanation of the lie in question;
- (e) in cases of Stealing, a specific description of the theft in question; the date of such theft; the name of each individual affected by such theft; the specific circumstances of the theft in question; and any other information necessary to provide a full explanation of the theft in question.

Acknowledgement by Third Party:

Signature

Date

Additional Amends (if any):

Acknowledgement of and agreement to Additional Amends (if any):

Student Signature

Date