

The University of Virginia Honor System Guidebook

iXperience, Summer 2019

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Overview of the University of Virginia Honor System

The Honor System exists to foster a Community of Trust among students, faculty, administrators, and staff. All students who attend the University of Virginia (“UVA” or “the University”) are bound by the Honor Code – which requires them not to lie, cheat, or steal – thus adhering to a common baseline of honorable behavior that encourages respect and free intellectual exchange. The Honor System extends to students participating in University of Virginia programs, wherever they are located, including the iXperience program. All iXperience students, regardless of their home institutions, are expected to abide by the Honor Code and not lie, cheat, or steal while enrolled in the program.

The Honor System is entirely student-run. The Honor Committee, which is ultimately responsible for the maintenance and administration of the Honor System, is comprised of 27 elected representatives from the 11 schools of the University. A list of current Honor representatives is available online on the Honor Committee’s website (www.virginia.edu/honor). With the help of a pool of student support officers, who serve as Advisors, Investigators, Counsel, and Educators, the Honor Committee conducts Honor investigations and hearings, disseminates information on the Honor System to new students and faculty, and establishes special programs and policies for the maintenance of the System from year to year.

The Honor Code

The Honor Code requires that students enrolled in any University of Virginia program do not lie, cheat, or steal.

Lying is defined as “the misrepresentation of one or more facts in order to gain a benefit or harm another person, where the actor knows or should know that the misrepresentation will be relied upon by another person.”

Cheating is defined as “a violation of any standards, conditions, or rules for which a student may receive benefit, credit, or acknowledgment, academic or otherwise. Cheating includes, but is not limited to, performance of any of the following acts, or abetting a fellow student in the performance of any of the following acts: using unauthorized materials in the completion of work, copying from a fellow student, plagiarism, multiple submission, false citation, false data submission, and/or unauthorized acquisition of advance knowledge of the contents of an exam or assignment.”

Stealing is defined as “the taking, keeping, or appropriation of the property of another without the owner’s permission or approval. Stealing also includes the planning of or participation in the taking, keeping, or appropriation of the property of another without the owner’s permission or approval. Stealing may include, without limitation, the passing of bad checks, the failure to pay

for goods or services received, the failure to pay rent, and other failures to fulfill lawful financial obligations.”

Criteria of an Honor Offense

An Honor Offense is a violation of the Honor Code, which occurs when a student Knowingly commits a Significant Act of Lying, Cheating, or Stealing.

In order for a student to be found guilty of an Honor Offense, three criteria must be proven beyond a reasonable doubt:

- (1) Act: Was an act of Lying, Cheating, or Stealing committed?
- (2) Knowledge: Did the student know, or should a reasonable UVA student have known, that the Act in question might be considered an Honor Offense? Ignorance of the scope of the Honor System is not a valid defense.
- (3) Significance: Would open toleration of the act in question be inconsistent with the Community of Trust?

Jurisdiction

Any student enrolled in a University of Virginia program is bound by the Honor Code. This includes both UVA and non-UVA students participating in the iXperience program, from the time of enrollment through completion of the program.

Reporting

Anyone can report a suspected Honor offense. Reporters thus may include UVA students, non-UVA students, faculty, staff, and unaffiliated individuals. To report a suspected Honor offense, the reporter must provide the reported student’s name and University Computing ID (if known), as well as a summary description of the alleged offense. If you suspect that an iXperience student may have committed an Honor offense, you may email the Honor Chair, Vice Chair for Investigations, or Special Assistant (contact information on page 10) or fill out this [form](#) to get in touch with an Honor Advisor. Once you contact the Committee through either method, an Honor Advisor will contact you via email to answer any questions you may have and/or assist you in filing an official report. Speaking to an Honor Advisor in no way binds you to file an official report. However, once an official report is filed, it cannot be retracted.

If you would like to consult with an iXperience staff member before communicating with an Honor Advisor, you should contact the iXperience VP Education, Nicola Weaver, at nicola@ixperience.co.za.

The Conscientious Retraction

A Conscientious Retraction (CR) allows a student who has committed an Honor offense to admit their actions and accept the consequences for those actions without leaving the Community of

Trust. This admission, however, must occur before the student has reason to believe that *anyone* might suspect them of having committed the offense. A student with the integrity and courage to come forward with a good faith CR has thereby reaffirmed their personal commitment to Honor and is allowed to remain in the Community. If a student is later reported for the same act, the CR may operate as a full defense, as long as it is complete (i.e., contains all of the required information) and valid (i.e., was filed prior to the student having reason to believe that they had come under suspicion by anyone). There is no limit to the number of CRs that a student may file while enrolled at the University or in a University program.

How to File a Conscientious Retraction

For guidance in filing a CR, a student should reach out to an Honor Advisor through this [form](#) on the Honor Committee's website. A CR is a document written by the student that includes a description of the Honor offense, the amends agreed upon between the student and the affected party, and the signatures of the student and affected party. In order to complete this document, the student must first describe the offense in detail. They must then meet with the affected party to admit the offense and discuss appropriate amends. Once the amends are agreed upon, the student should add a description of the amends to the document. To complete the CR, the student and affected party must sign the document to verify the agreed-upon amends. Once the CR is completed, the student should email the document to the Vice Chair for Investigations (VCI) and the Vice Chair for Hearings (VCH) (contact information on page 10), who will confirm with the student that it is complete and on file with the Honor Committee.

The Informed Retraction

An Informed Retraction (IR) allows a student who has already been reported to the Honor Committee for an alleged Act of Lying, Cheating, or Stealing to take responsibility for the Honor offense and make amends for it, both by admitting the offense to all affected parties and by taking a full two-semester Honor Leave of Absence from the University Community. While students are permitted to take only one IR during their University career, their IR may cover any additional offenses that they have committed prior to having been reported. The student will be required to make the necessary amends for all offenses they choose to admit, but the two-semester Honor Leave of Absence will cover all admissions. Like the CR, the IR gives students the opportunity to recommit themselves to the Community of Trust.

The Faculty Grading Option

The Honor Committee will not recommend any particular course of action concerning grade assignment for a student undergoing Honor proceedings. Regardless of the outcome of any Honor proceedings, faculty retain the right to determine a student's grade for the assignment and/or course in which the alleged Honor offense occurred. While a faculty member *may* consider the outcome of Honor proceedings to inform their decision-making when assigning a grade for the assignment and/or course in question, they are not required to.

The Honor Case Process

Cases regarding UVA and non-UVA iXperience students will be handled similarly, to the extent reasonably possible. While Honor case processing is typically on hold over the summer, the Honor Committee will put forth a substantial effort to process iXperience cases immediately, at least through the Informed Retraction Period. For more detailed information about the Honor Committee's processes and procedures, see the Honor Committee's By-laws (<https://honor.virginia.edu/documents>).

Report

When a case is reported to the Honor Committee, the reporter and reported student are each assigned an Advisor, who serves as a completely confidential source of procedural guidance and emotional support. Additionally, two impartial investigators are assigned to conduct interviews and collect evidence throughout the life of the case.

Initial Investigation

The Advisor for the student will reach out to notify the student of the report and provide them with the basic information included in the reporter's description of the alleged offense(s). The Investigators will then conduct an initial investigation to gain a clearer understanding of the offense(s) alleged by the reporter. This initial investigation includes the reporter interview, during which the reporter is provided an opportunity to fully describe the circumstances surrounding the report and submit evidence. Any other primary witnesses will also be interviewed at this stage. Once the initial investigation is completed, the case will proceed to the Informed Retraction (IR) Meeting.

IR Meeting & IR Period

At this point, the Advisor for the Student will meet with the reported student to discuss the IR. The Advisor will provide the student with the IR Letter, which (1) outlines the alleged Honor offense(s), (2) encloses the text of the reporter's interview and any other interviews and evidence collected during the initial investigation, (3) describes the requirements and consequences of the IR, and (4) provides other pertinent information about the Honor case process. From the date of this IR Meeting, the student will have seven (7) days in which to file an IR if they wish to do so. In the process of filing an IR, a student must admit the offense(s) for which they are filing the IR to the affected parties, agree to make amends for those offenses, and take a two-semester Leave of Absence from the University. For non-UVA iXperience students, the Leave of Absence will result in a two-semester hold on the issuance of their iXperience credits. If a student chooses not to file an IR, the case will proceed to a full investigation.

Full Investigation

As the first step in the full investigation, the Investigators will interview the reported student and collect any evidence they have. Once the student interview is completed, the Investigators will interview additional witnesses, if any. After the Investigators have determined that all pertinent witnesses have been interviewed, the reporter will be given the opportunity to respond to the student's interview and evidence; the student will then be permitted to respond to all interviews and evidence collected during the course of the investigation. Upon the completion of the student's response, the investigation will end. The Investigators will then compile the Investigation Log (I-Log), which includes a case summary, together with the interviews and evidence from the investigation. The I-Log will be provided to the Investigative Panel (I-Panel) to decide whether or not to formally accuse the student of committing one or more Honor offenses.

I-Panel

The I-Panel is comprised of three Honor Committee members, who determine by majority vote whether it is more likely than not that the student committed an Honor offense. The I-Panel will review the I-Log and meet to make a decision. If the I-Panel does not believe that it is more likely than not that the student committed an Honor offense, they will drop the case, and all records relating to the report and the investigation will be destroyed. If the I-Panel determines that it is more likely than not that the student committed an Honor offense, then the I-Panel will formally accuse the student of that offense. The I-Panel also may accuse the student of any other offense that they believe meets the threshold of more likely than not based on the contents of the investigation. If a student is formally accused of one or more Honor offenses, they will have seven (7) days in which to request a hearing. If a student fails to request a hearing within this seven- (7-) day period, they will be deemed to have left the University admitting guilt (or LAGGED) and permanently dismissed from the University. For a non-UVA iXperience student, the dismissal will result in a loss of their iXperience credits; that student also will be *permanently barred from re-enrolling in the iXperience program or enrolling in any other program offered at the University of Virginia*. If a student submits a hearing request within the seven- (7-) day period, the case will proceed to a hearing.

Hearing

A student who requests a hearing will be assigned two trained Honor Counsel to assist them in their defense. In their hearing request, the student may indicate whether they prefer a hearing panel of all Honor Committee members, all randomly-selected students, or a mix of both. For both UVA and non-UVA iXperience students, 'randomly selected students' refers to a random selection of students from the UVA student body. The hearing panel is tasked with determining whether the three criteria of an Honor offense – Act, Knowledge, and Significance (as defined above in "Criteria of an Honor Offense") – are met beyond a reasonable doubt. If they find that any of the three criteria is not met beyond a reasonable doubt, then the student will be found not

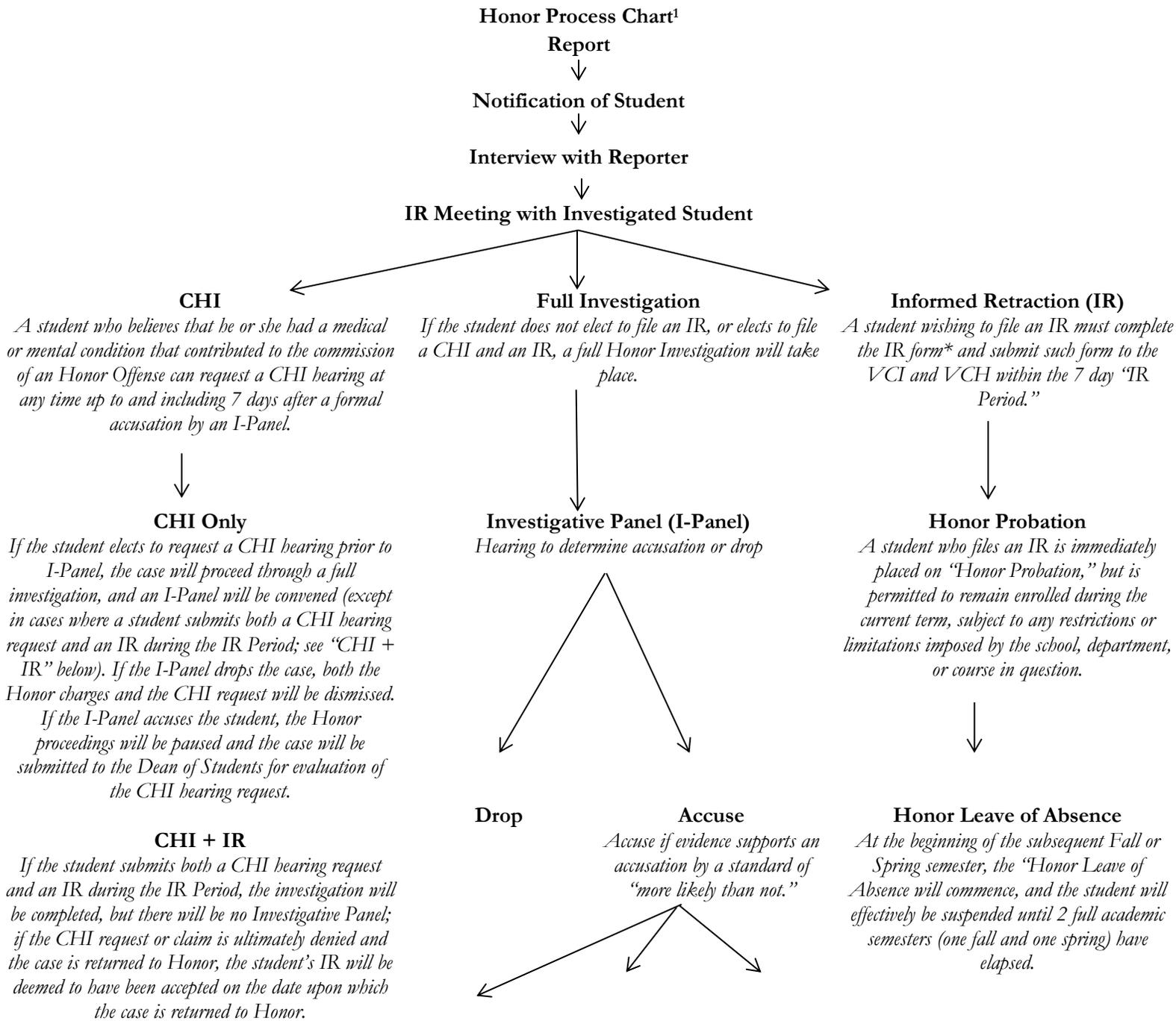
guilty and the charges will be dismissed. If they find that all three criteria are met beyond a reasonable doubt, then the student will be found guilty and dismissed from the University. Non-UVA iXperience students who LAG or are found guilty of an Honor offense will lose academic credit for the iXperience program *and will be permanently barred from re-enrolling in the iXperience program or any other program offered at the University of Virginia*. UVA iXperience students who LAG or are found guilty of an Honor offense will be *permanently dismissed from the University*. The notation “Enrollment Discontinued” will be placed on the transcripts of University of Virginia students, without specific reference to the Honor proceedings.

All hearings will be conducted at the University of Virginia. Because the Honor Committee generally suspends case processing during summer sessions, hearings will typically occur in the fall semester immediately following the conclusion of the iXperience program. Non-UVA iXperience students, reporters, and any other witnesses located at or affiliated with the iXperience campus may participate in the hearing via Skype (or similar video conferencing program) or by phone. All other parties, including the Hearing Chair, Counsel, Advisors, and hearing panelists, will be present in person in Charlottesville, Virginia. Apart from the participation of the student and any witnesses via Skype, the hearing will proceed in the same manner as other Honor hearings. For more information on typical hearing procedures, see Section IV.H. of the [Honor Committee By-laws](#).

Contributory Health Impairment (CHI) Procedures

At any time within seven (7) days after an I-Panel accusation, a reported/accused student may request a CHI hearing. The CHI process is intended for a student who believes that they have a mental or medical condition that contributed to the commission of an alleged Honor offense. For further information on the CHI process, see the Honor Committee’s [Procedures for Hearings on Contributory Health Impairments in Honor Cases](#).

Appendix A: Case Process Flow Chart



¹This flowchart is intended to illustrate the Honor process in a general way, and does not reflect procedural details or provisions that may apply only in unusual cases. For a detailed description of Honor investigations, the Informed Retraction, the Hearing on Contributory Health Impairment, Honor hearings, and appeals, see the By-laws of the Honor Committee.

CHI
*Honor proceedings
paused; CHI request
submitted to Dean of
Students.*

Hearing
*Accused student requests
hearing and selects or is
assigned counsel.*

LAG
*Student
leaves
admitting
guilt.*

Guilty
*Four fifths of jurors vote
that Act and Knowledge
were present; a simple
majority vote that it was
Significant.*

Not Guilty
Case dropped

**In order to have the IR Form deemed
complete, and accepted by the Vice Chairs,
the student will need to obtain the signatures
of the "affected parties," as well as a signature
from a Dean certifying that they completed an
exit meeting.*

Appendix B: Executive Committee, Special Assistant, and iXperience Staff Contact Information

Chair:

Lillie Lyon - lal5kr@virginia.edu

Vice Chair for Hearings:

Alex Spratley – ags9wh@virginia.edu

Vice Chair for Investigations:

Sally Greenberg – ssg7ym@virginia.edu

Vice Chair for Education:

Mary Beth Barksdale – meb2zt@virginia.edu

Vice Chair for Community Relations:

Lucy Krasker – lkk5cw@virginia.edu

Special Assistant:

Evan Pivonka – elp4b@virginia.edu

UVA iXperience Student Affairs Contact:

Jeff Holt – jeff@virginia.edu

iXperience VP Education:

Nicola Weaver – nicola@ixperience.co.za