



# THE HONOR SYSTEM

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*We, the students of Barnard College, resolve to uphold the honor of the College by engaging with integrity in all of our academic pursuits. We affirm that academic integrity is the honorable creation and presentation of our own work. We acknowledge that it is our responsibility to seek clarification of proper forms of collaboration and use of academic resources in all assignments or exams. We consider academic integrity to include the proper use and care for all print, electronic, or other academic resources. We will respect the rights of others to engage in pursuit of learning in order to uphold our commitment to honor. We pledge to do all that is in our power to create a spirit of honesty and honor for its own sake.*

## I. Introduction

The Honor Code is a vital part of the Barnard community because it helps to shape the character of Barnard College. The "Honor System" refers to the combination of the Honor Code, the Honor Board, and the members of the entire Barnard community who together strive toward building a community of academic integrity.

## II. History of the Honor Board

### **The Honor Code:**

- Specifies the responsibilities of each student and serves as a protector of her rights in the academic community. This is the primary role of the Honor Code.
- Is based on a belief in the integrity of the individual student; when the integrity of one student fails, the whole Barnard community is affected.
- Provides an environment where academic freedom and creativity may thrive.
- Can function optimally only if followed by students as well as faculty.

The Honor Code was approved by student vote on January 9, 1912. Today, more than a century later, amended in 2016 to account for advancements in technology, the Code continues to shape the distinctive culture of the College. Barnard students enrolled in Columbia courses are bound by the Code, as are Columbia students enrolled in Barnard courses.

Based on the recognition that academic integrity requires active commitment by all members of the community, the Honor System has evolved from focusing primarily on the responsibility of students to a system involving shared responsibility.

### III. Administration of the Honor System

The Honor Board is responsible for administering the Honor System by developing and upholding the rules of procedure and educating the community about the Honor System.

#### A. Composition of the Honor Board

The Honor Board is composed of no fewer than eight, and no more than twelve, student members from the sophomore, junior and senior classes and up to three faculty members, all of whom have voting privileges. The student members select a student Chair and Co-Chair from among the most senior members.

Students apply for Honor Board membership in the spring semester. All applications are reviewed by current student members, and final decisions are made after interviews. Three faculty members are appointed by the Faculty Governance and Procedures Committee for overlapping, two-year terms.

Students and faculty members who are selected to serve on the Board are expected to exhibit sensitivity, integrity, professionalism in their actions, and to respect privacy and confidentiality in this role. The Dean for Equity (or designee) serves as adviser to the Board. Regular attendance at meetings and a high level of involvement are requisite components of membership on the Honor Board.

A member who regularly fails to attend scheduled meetings and hearings or to meet any other Honor Board obligation will be contacted by either the Dean for Equity or the Chair of the Honor Board to encourage a higher level of participation. If attendance or participation does not improve, however, the member may be dismissed from the Honor Board.

#### B. Responsibilities of the Honor Board

The Honor Board is responsible for developing and following its rules of procedure, in consultation with the adviser to the Board, and for educating the community about the Honor System.

To fulfill its educational role, the Honor Board:

- Informs incoming students of the importance of the Honor Code and the Honor System at the convocations for incoming students.
- Holds discussions in First-Year English and First-Year Seminar classes to foster academic integrity and to provide examples of work that violates the Honor Code.
- Asks students to acknowledge (with notice on tests that use a Barnard blue book) their commitment to the Honor Code.
- Communicates to faculty members the importance of expressing faculty members' own expectations of academic integrity in coursework.
- Expects faculty members to proctor examinations.
- Strives to engage in dialogue with faculty members and the student body, while also working to continue campus discussion about the Honor System and its goals.
- Offers campus programming to achieve increased awareness of the Honor System and respect for academic integrity.
- Serves as a resource on matters of academic integrity for community members.

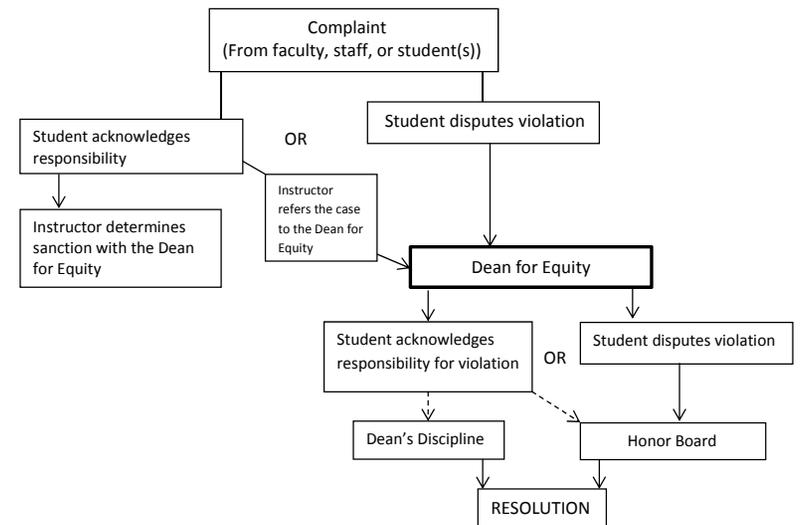
### IV. Procedures of the Honor System

The procedures of the Honor System are designed with these goals in mind:

- The rights of students should be clearly defined at all stages of the disciplinary process.
- The responsibilities of each member of the Honor System should be clearly defined.
- Students should have specific rights of appeal.
- Disciplinary charges should be resolved promptly.

Reports to the Dean for Equity regarding possible infractions can come from several sources, namely faculty, students, staff, and administrators. The procedures of the Honor System allow for the potential resolution of an allegation of dishonesty at several levels, and are depicted in the diagram below.

A thorough explanation of the diagram is provided in the following text.



#### **A. Disciplinary Sanctions:**

Sanctions include, but are not limited to:

*Disciplinary warning:* this warning becomes part of the student record. A warning indicates that any future violation will result in more severe sanctions.

*Disciplinary probation:* probationary status is for a specified period of time, such as for a semester or through graduation. While on disciplinary probation, a student may not serve as an officer in any student organization.

*Suspension* (with possibility of readmission): when a suspension is imposed, a time period is specified indicating both the start and end of the suspension period. While suspended a student may not participate in any student activities or programs and may not return to campus – including campus housing – without prior approval from the Dean of the College. The student must complete readmission requirements as indicated through the office of the Dean of Studies.

*Expulsion* (without possibility of readmission): when a student is expelled, she is no longer eligible for readmission to Barnard. The expulsion is part of the student record.

In addition, educational projects, follow up meetings, counseling referral, or other appropriate meetings or actions may be required. This is consistent with the Honor Board's goals of education, remediation, and support.

#### **B. The Honor Process Carried Out By Faculty:**

1. The student is informed of the details of the allegation of violation of the Honor Code, is shown supporting evidence, and is provided opportunity to respond.
2. The instructor may impose an academic sanction if the student accepts responsibility for the charge. Once responsibility is acknowledged, the student may neither retract the admission of responsibility nor obtain a hearing on the validity of the charge.
3. The instructor may impose a sanction in consultation with the Dean for Equity-OR- as instructors have complete authority over grading, the instructor may impose a sanction involving grades without consulting the Dean for Equity. It is recommended that when an allegation is made at the end of a term, an incomplete grade be filed to allow the Honor System process to complete its course before a final grade is submitted.
4. The instructor may forward a letter or email detailing the facts of the case and the agreed-upon sanction to the Dean for Equity.
5. The Dean for Equity may schedule a follow up meeting with the student to suggest appropriate follow up or assistance.
6. If the student admits responsibility for the violation but disputes the sanction imposed by the instructor, the student may appeal the sanction to the Dean for Equity. The Dean for Equity may, at his or her discretion, modify the sanction of the instructor.
7. If the student and faculty member cannot come to an agreement regarding responsibility for the violation of the Honor Code, the case is referred to the Dean for Equity.

*Any and all appeals following the admission of responsibility are restricted to appeal of the sanction imposed.*

#### **C. The Honor Process Through Dean's Discipline**

If the instructor chooses initially to refer the case for Dean's Discipline or if the student disputes the facts of the case as presented by the instructor:

1. The instructor will submit information/evidence in support of the allegation to the Dean for Equity (or designee).
2. The Dean for Equity will contact the respondent (the student alleged to have violated the Honor Code) and arrange a meeting, typically with the Class Dean, at which time the student is shown the evidence and given an opportunity to respond.
3. If, based upon the available information as presented by the Dean, the student denies responsibility for the violation, disputes the allegation and/or is unable to resolve the allegation with the Dean, or requests to be heard before the Honor Board, the case is forwarded to the Board and will be scheduled for a hearing.
4. If the student accepts the charge, thereby accepting responsibility for the violation, the Dean instructs the student that the student may resolve the case with the sanction(s) determined by the Dean, or may choose to have her case presented to the Honor Board to determine sanction(s). *See section IV A for information regarding sanctions.*

If the Dean believes that the level of dishonesty requires suspension or expulsion, he or she may consult with the Board before coming to a final sanction determination.

5. Following Dean's Discipline, the decision is provided in writing and includes information regarding requesting an appeal. *See section IV E for appeals information.*

A letter detailing the Dean's actions is also forwarded to the instructor who initiated the allegation, if applicable.

#### **D. Honor Board Hearings**

1. Arranging a Hearing  
Once a student contests a charge or requests sanction determination by the Board, the Dean (or designee) informs the Honor Board that a hearing will be required. The Board, in consultation with the Dean, sets a date for the hearing, and the respondent is notified by e-mail of the date, time, and location of the hearing. The hearing may take place no sooner than four days nor more than thirty days after the date of the meeting notice letter unless all parties agree that a hearing shall be scheduled sooner. Any delays in scheduling will be clearly communicated to all parties.
2. Pre-Hearing Procedures
  - a. Responsibilities of the Dean for Equity  
At least three days prior to the scheduled hearing, the Dean for Equity (or Class Dean or designee) must inform the student of her rights pertaining to the hearing, including:
    - i. The right to review available evidence (information and documents) related to the case.
    - ii. The right to request that the Board hear from witnesses who can provide relevant information related to the case.
    - iii. The right to have an adviser from the Barnard community to provide

support throughout the process.

- iv. The right to be informed about the general procedure of the hearing.
- v. Her options for appeal (*see section IV E*).

In addition, the Dean shares any relevant documentation with the members of the Honor Board and with the respondent. The student's name and address do not appear on any documents. The student must be provided with a list of the names of the current members of the Honor Board. If the student has any concern about whether a particular Honor Board member should hear the case, she may express that concern to the Dean. Based on this information, the Dean may request that the Board consider whether to exclude that member from the hearing. The student and members of the Board are not to discuss the case with one another or with others outside of the hearing process. Prior to the hearing, any questions regarding process or expectations should be directed to the Dean, Officer of Record, or Dean's designee.

#### b. Responsibilities of the Honor Board

Before conducting a hearing, the Board receives material from the Dean detailing the alleged violation and relevant evidence. All details of the case must be kept in the strictest confidence. The evidence is reviewed by Board members prior to the hearing, and the review serves as the basis for any questioning by the Board during the hearing.

The Board also decides who will be summoned to participate, and informs potential witnesses of the hearing. (Character witnesses are not allowed during the hearing; however, if the respondent so requests, character witnesses may submit letters on behalf of the respondent. Such letters are not considered in the determination of responsibility for violation(s) and should be limited to two.)

### 3. Hearing Protocol

A quorum consisting of five voting members, of which student members are the majority, is needed for a hearing. Additional Board members (up to four) may be present to observe as alternates (and for training purposes), but decision making is determined by the five Board members identified as serving in the given case. The final decision is made by the majority of the voting Board members. In the unusual circumstance that five current members are unavailable, students or faculty members who served on the Board in the recent past may be called upon to constitute a quorum.

Hearings are limited to members of (or participating alternates to) the Board, the Officer of Record, and the respondent. Those witnesses summoned to appear, or any others designated by the Board, participate as requested and are not present for the entirety of the hearing. The Officer of Record (Dean for Equity or designee), maintains a record of the hearing.

The respondent is allowed the support of an adviser, who must be a current member of the Barnard faculty, administration, staff, or student body. Prior to the hearing, the respondent must inform the Dean of the name of the adviser. The adviser may be present throughout the student's appearance to provide support and speak with the respondent as needed, but the adviser may not address the Board and is not an active participant in the process.

All testimony at a hearing is audio-recorded to document the evidence relevant to a case. The Board may use the recording to come to a decision or determine a sanction, or the recording may be forwarded for review in case of an appeal. For a period of seven business days after the issuance of the Board's decision, a respondent or the alleging instructor (if applicable) may listen to the recordings, by appointment, in the office of the Dean.

Although there is considerable flexibility in hearing procedures, the following paradigm is provided for guidance:

- At the outset of the hearing, the Chair of the Honor Board reviews the details of the alleged violation and outlines how the hearing will proceed, in order to ensure that all participants are clear on the procedure.
- Typically, the information related to the alleged violation is presented first. This may include presentation of information by the faculty member (if applicable) or may be information or evidence presented by the Honor Board Chair, from the hearing packet material.
- If applicable, other witnesses, including those providing evidence on behalf of the respondent, are then provided the opportunity to present. Witnesses are only in the hearing during their presentation.
- Finally, the respondent, who may be accompanied by her adviser from the Barnard community, is provided the opportunity to provide a brief statement in response to the available information and evidence. The Board may then ask the respondent relevant questions.
- After all participants have been heard, they may be recalled at the discretion of the Board.

### 4. Honor Board Determinations

The evidence is considered during deliberation after all witnesses have been heard. During Board discussion, the five deciding members can review and discuss amongst themselves the information and evidence. The majority of Board members must agree on a decision utilizing a more likely than not standard, meaning that based upon the available information related to the case, the Board will determine whether it is more likely than not that a violation of the Honor Code occurred. Once a decision is determined, all members of the Board agree that this is the outcome of the Board. The Dean for Equity does not vote, but as adviser, s/he may answer questions related to process, and is available should the Board wish to consult him or her. If a student is found to be responsible for violation of the Honor Code, the Board will determine the appropriate sanction(s) within five business days of the end of the hearing.

Each case is considered individually. At a minimum, a student found responsible for any violation of the Honor Code will be placed on disciplinary warning. If the respondent has any academic disciplinary history, her disciplinary status is shared with the Board only after a finding of responsibility, as prior history is a factor in determining sanction(s). If a disciplinary warning was imposed for previous violations, further violations will likely lead to disciplinary probation, suspension, or expulsion. The Board may consult the Dean for Equity to determine an appropriate sanction. *Disciplinary sanctions are described above, in section IV A.*

Any student who receives a disciplinary sanction, excluding a warning, becomes ineligible to run for or continue in any elected office for at least one year, meaning the two semesters following the situation's resolution. This outcome is

in effect following the period of appeal. The graduation date of a student who receives disciplinary probation in her senior year is delayed if the end of the probationary period designated follows her completion of degree requirements. Such disciplinary sanction(s) may be shared with organization, athletic, or academic program advisers, where deemed appropriate.

#### 5. Post-hearing Procedures

The Officer of Record notifies the student and relevant parties by email within five business days of the Board's determination. Unless otherwise noted, only if the student is suspended or expelled do her parents receive a copy of the letter. If a student admits to or is found responsible for any violation of the Honor Code, a record of the violation is kept in a disciplinary file in the Office of the Dean for ten years from the student's date of graduation. Support of applications for transfer, graduate study or employment may be affected by a record of a student's violation of the Honor Code. Although the College will not voluntarily divulge information about disciplinary action, a direct question from a school or employer regarding a violation will be answered truthfully.

### E. Appeals

#### Grounds and Timing for Appeals

An appeal request must be submitted in writing, detailing the reason for appeal, to the Dean for Equity within five business days of the date of the decision letter. Instructions regarding a request for appeal will be provided with the decision and sanction information.

Students may appeal for three reasons:

- The student may appeal if she feels that the process as described above was not followed, such that outcome was potentially impacted;
- She may appeal if she finds there is available information that was not available at the time of the hearing, that may potentially impact outcome; or
- She may accept responsibility and only appeal the appropriateness of the sanction.

If the Dean for Equity (or designee) determines that an appeal request meets one of the above criteria, an appeal request based upon process violations or new information will be referred for a new hearing. Once it is determined that the case will be reheard, a review hearing is to be scheduled within thirty days.

If only the sanction decision is to be reviewed, the Dean of the College or her designee will review the case and make a final determination of sanction within ten business days of granting the review of sanction(s).

Any appeal request that is reviewed may result in one of the following:

- All findings and/or sanctions of the initial hearing will be upheld.
- Findings and/or sanctions will be modified, which may include reducing, amending or enacting additional sanctions.

*Nota Bene: These guidelines are subject to amendment from time to time at the discretion of the Honor Board and without prior notice.*

Amended 2016

### Barnard Resources and Academic Support Services

The mission of the Honor Board is to foster academic integrity through continual community building. While the Honor Code articulates the overall goals of the College to provide a sound academic environment that promotes leadership in the classroom, our aim is to provide a close knit community in which respect for ideas is preserved and academic integrity may flourish.

As always, the Honor Board seeks greater interaction with the student body and welcomes inquiries and comments. We are here for you as a peer resource that wishes to guide you through your academic journey. You may reach us via our webpage (the address is below). The following are some helpful campus resources that will support you in your time at Barnard.

Erica Jong Writing Center  
223 and 224 Barnard Hall,x48941  
<http://writing.barnard.edu/writing-fellows>

Math Help Room  
334Milbank,x43577  
<http://math.barnard.edu/help>

Tutoring Program  
Dean of Studies Office  
105Milbank,x42024  
<http://barnard.edu/dos/academic-support>

Barnard Personal Librarian Program  
<http://library.barnard.edu/personal-librarians>

Furman Counseling Services  
First Floor Hewitt, x42092  
<http://barnard.edu/counseling>

Office of Disability Services  
105Hewitt, x44634  
<http://barnard.edu/disabilityservices>

Barnard Primary Care Health Service  
LowerLevelBrooks,x42091  
<http://barnard.edu/primarycare>

Your adviser and class dean are also valuable resources!

Visit the Honor Board website:  
<http://www.barnard.edu/dos/honor.html>