



AGGIE HONOR SYSTEM OFFICE TEXAS A&M UNIVERSITY

20.2.4 Adjudication Process

20.2.4.1 STUDENT RIGHTS

Honor Council Proceedings which may result in University mandated separation from the University shall be conducted by the following guidelines. Accused students subject to less severe sanctions may, at the discretion of the Director of the Aggie Honor System Office, be afforded but are not guaranteed the same guidelines. All charges shall be presented to the accused student in written form. The accused student will be given at least 3 University business days to prepare for a hearing. In all Honor Council Proceedings, the accused student shall be presumed not responsible until it is proven that a violation of the University rules occurred by a preponderance of the information standard. These guidelines are as follow:

1. Honor Council Proceedings typically shall be conducted in private and may involve two or more students if they are charged in the same fact pattern.
2. In Honor Council Proceedings involving more than one accused student, the Director of the Aggie Honor System Office or that individual's designee may permit the Honor Council Proceedings concerning each student to be conducted either separately or jointly.
3. There will be no finding of responsibility solely because a student remains silent during an Honor Council Proceeding.
4. The accused student has the opportunity to be assisted by an advisor of their choice, at their own expense. Students who are charged in the same fact pattern, or who are not in good standing with the University are not eligible to serve as an advisor at Honor Council Proceedings. The accused student is responsible for presenting their own information. Therefore, a student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Honor Council Proceedings. Honor Council Proceedings will not typically be delayed due to scheduling conflicts of an advisor. There is no restriction on who a student may consult or seek advice from; the restriction pertains to the proceedings only.
5. The accused student and the accused student's advisor, if any, shall be allowed to attend the entire portion of the Honor Council Hearing Panel or Honor Council Conference at which information is received (excluding deliberations) provided the accused student and their advisor appear at the designated time and do not inhibit the proceedings. Admission of any other person to the Honor Council Proceeding shall be at the discretion of the Director of the Aggie Honor System Office or that individual's designee.
6. The accused student and the Director of the Aggie Honor System Office may arrange for witnesses to present pertinent information to the Honor Council. Witnesses may provide this information to and answer questions from the Honor Council Panel and accused student. Character statements shall be accepted in written form only.
7. Pertinent records, exhibits, student impact statements and other written statements may be accepted as information for consideration by the Honor Council at the discretion of the chairperson. Student impact statements and character statements shall be reviewed by the Honor Council during the sanction phase only.
8. All procedural questions are subject to the final decision of the Director of the Aggie Honor System

Office or that individual's designee.

9. After the portion of the Honor Council Proceeding concludes in which all pertinent information has been received, the Honor Council shall deliberate in private to determine whether the accused student has violated each section of the Aggie Honor System Rules for which the student is charged.
10. The focus of inquiry in Honor Council Proceedings shall be the determination of whether a violation of University rules occurred. In all initial Honor Council Proceedings, the burden of proof shall rest with the Reporter of the violation, and said burden of proof shall be by a preponderance of the information. Preponderance of the information is defined as the greater weight and degree of credible information admitted in the conference. The Honor Council's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Aggie Honor System Rule(s) for which they are charged.
11. There shall be a single verbatim record, such as a tape or digital recording, of all Honor Council Hearing Panels and Honor Council Conferences. Deliberations shall not be recorded. The record shall be the property of the University.
12. If an accused student with notice, does not appear at an Honor Council Proceeding, the information in support of charges shall be presented, considered, and a decision may be made. The Director of the Aggie Honor System Office may also make reasonable accommodations to provide access for students with disabilities.

20.2.4.2 ADJUDICATION PROCESS - INSTRUCTOR

Step 1

Upon encountering an alleged violation of the Honor Code, the instructor has the option of proposing to handle the case directly (autonomously) or of referring the case to the Honor Council. Under either option, a report must be filed with the Aggie Honor System Office. Additionally, prior to submitting a Student Response Form to the Aggie Honor System Office, students may also choose to move a case from the autonomous process into the Honor Council process.

Step 2

If the instructor decides to handle the case autonomously, a meeting may occur with the Alleged Violator. In this meeting, the instructor shall inform the student of the charge(s) and give the student an opportunity to respond in-person. If the allegations are delivered to the student in writing in advance of the meeting, the space is to be designated a Concealed Carry Weapons Restricted Space. The Aggie Honor System Office's process for requesting this designation is located at <http://ccrr.tamu.edu>.

Alternatively, the student may be notified of the allegation through TAMU email. Prior to making a final decision as to whether academic misconduct occurred, the professor should wait five (5) University business days for a response from the accused student. If the student responds within the five University business days, the instructor will consider that information in determining if a violation occurred and what an appropriate sanction is for that behavior. If the student expresses a desire to meet in-person to discuss the allegations instead of responding through email, the professor may accommodate this request and the meeting space will be designated as a Concealed Carry Weapons Restricted Space and a request for such a space must be submitted through <http://ccrr.tamu.edu>.

If the student does not reciprocate contact or respond with additional information after five (5) University business days, the instructor may file the [Honor Code Violation Report online](#) autonomously with the notation "student was not available for a response" in the student response section. Reporters should be prepared to detail all attempts to contact the student and secure a response from them. If the student

does not respond or reciprocate contact, skip to Step 5 of this process.

Step 3

During the meeting with the Alleged Violator, or after considering the response from the student through email, the instructor will determine if academic misconduct occurred. If no violation is found, the process concludes and no action is taken. If the instructor determines that there has been a violation of the Honor Code, as demonstrated by a preponderance of the information, the instructor may either file the report autonomously following the steps below or file the report and refer the case to the Honor Council for adjudication. At any point and for any reason, an instructor may forward a case to the Honor Council for adjudication.

Step 4

If the instructor determines that there has been a violation of the Honor Code and wishes to handle the case autonomously, the instructor determines the severity of the Honor Code violation and assesses a sanction using the sanction options provided by the Aggie Honor System Office.

The instructor may impose the following sanctions, which are fully described in the [Honor System Rules: Academic Sanctions](#)
[Educational Sanctions](#)

If, after meeting with the student and/or communicating with the student about the allegations through email, the instructor is still unsure of whether a violation has been committed, or is not comfortable with the sanctioning process, the case can be filed online through the Honor Code Violation Report process and forwarded to the Honor Council for adjudication.

If, in the opinion of the instructor, the violation is so egregious that it deserves consideration of separation from the University, the case may be referred to the Honor Council for adjudication.

Step 5

Once a faculty member determines that it is more likely than not that a violation occurred, based on the preponderance of the information standard, and the sanction is determined, a report will be filed with the Aggie Honor System Office.

Step 6

Students will be contacted by the Aggie Honor System Office through their University email. Students will be informed of their rights and responsibilities as an accused by AHSO staff. The student will respond to the charges, indicate their understanding of their rights in the process, and confirm their response to the instructor's allegations. The student's options are to:

1. agree with the charges and the applied sanction,
2. indicate their agreement that a violation occurred but intention to appeal the sanction only through the Honor Council Appeals Process, or
3. move the allegation into the Honor Council Proceeding.

Students will also be informed of possible outcomes of each of these three options.

Step 7

Once an instructor identifies potential academic misconduct, they have 10 business days to file a report with the Aggie Honor System Office. The Director of the Aggie Honor System Office has the option of extending this deadline as determined to be appropriate.

20.2.4.3 ADJUDICATION PROCESSES - HONOR COUNCIL PROCEEDINGS

The Aggie Honor System Office facilitates two processes that address allegations of academic misconduct through the Honor Council. These two proceedings are Honor Council Conferences and Honor Council Hearing Panels. The Director of the Aggie Honor System Office or their designee shall determine which process the AHSO shall utilize in addressing an allegation within the jurisdiction of the Honor Council.

The Honor Council Hearing Panel Process shall be utilized only when it is determined that the accused student has a previous finding of responsibility for academic misconduct on file with the AHSO or the Director or their designee determines the alleged behavior is particularly egregious and warrants consideration of suspension or expulsion from the university.

Honor Council Conference

Step 1

A student or instructor may call the Honor System staff for clarification of an alleged violation of the Honor Code. If the student or instructor (hereinafter referred to as the "Reporting Party") decides an alleged violation may have occurred, the [Honor Code Violation Report form found on the Honor System website](#) is completed. This report becomes a part of the Case File. The Reporting Party shall file the Honor Code Violation Report online with the AHSO no later than 10 university business days or as soon as practicable.

Step 2

AHSO staff confirms the accused student does not have a previous finding of responsibility for academic misconduct on file. If the accused student has a previous finding of responsibility for academic misconduct, the case must move through the Honor Council Hearing Panel process.

Step 3

The AHSO appoints an Academic Integrity Administrator (AIA) to facilitate the case. Accused students are directed to arrange a first-contact meeting with this staff member or otherwise familiarize themselves with the Honor Council Conference process. The accused student is advised of the charges they could be facing, their rights as an accused student, and the process moving forward. Students are also notified that they may be assisted by an advisor, consistent with 20.2.4.1 during the Honor Council Conference.

Step 4

The AIA gathers information from involved parties and creates the case file. Any information an accused student or faculty reporter wishes to be included in the case file for consideration during the Honor Council Conference shall be provided to the AHSO at least 24 hours prior to the scheduled start time of the Honor Council Conference.

Step 5

The AHSO schedules an Honor Council Conference. Scheduled parties shall include a chair and three Honor Council members. The chair shall be a faculty, student, or non-AHSO staff member responsible for facilitating the Honor Council Conference and shall not vote in any part of the proceedings. Voting Honor Council members shall be selected from the available pool for the scheduled conference. The reporting party, witnesses with first-hand knowledge of the incident, and the accused student may also be invited to the Honor Council Conference. When the chair determines each participant has had an opportunity to present their information and respond to questions, the conference will move into deliberations. The

Honor Council members will deliberate in private and determine, by a preponderance of the information, whether or not the accused student is responsible for a violation of the Aggie Code of Honor.

Step 6

If the voting Honor Council members determine that a violation did NOT occur, the case is dismissed and no sanctions are applied. If the student is found to be responsible for a violation, the voting members of the Honor Council Conference may receive additional information that impacts the student's sanction. Voting members will deliberate in private and decide upon an appropriate sanction.

The Honor Council Conference process may not assign sanctions listed in 20.1.4.1 Separation from the University. All other sanctions may be assigned through the Honor Council Conference process.

Step 7

The Director or their designee notifies the accused student of the Honor Council Conference outcome and the accused student's right to appeal as outlined below.

Honor Council Hearing Panel

Step 1

A student or instructor may call the Honor System staff for clarification of an alleged violation of the Honor Code. If the student or instructor (hereinafter referred to as the "Reporting Party") decides an alleged violation may have occurred, the [Honor Code Violation Report form found on the Honor System website](#) is completed. This report becomes a part of the Case File.

Step 2

The Reporting Party shall file the Honor Code Violation Report online with the AHSO no later than 10 University Business Days of the Reporting Party's discovery of the alleged violation. Alternatively, the Reporting Party may provide details about the allegation to AHSO staff and an AHSO staff member may file the Violation Report directly. The Director of the AHSO may extend this deadline as determined to be appropriate. The Academic Integrity Administrator issues a case number and the report is filed in the AHSO, and the report data is entered in the Aggie Honor System Office database. The instructor may choose to engage the Autonomous Process, if it is determined by the AHSO that there are no previous violations for the student, or the instructor may choose to refer it to the Honor Council. Faculty Members must report all violations, whether handled autonomously or referred to the Honor Council.

Step 3

If the instructor handles the case Autonomously, please see "Adjudication Process - Instructor."

If Reporting Party refers the Case to the Honor Council, the AHSO starts a Case File and sends an email to the Alleged Violator notifying the individual of the report.

A first-contact meeting is arranged with the student. At the meeting the student is advised of the charges they could be facing, their rights as an accused student, and the process moving forward.

Step 4

The AHSO appoints one student and one faculty Case Investigator from the members of the Honor Council and schedules a meeting with the Case investigators, the Reporting Party, any witnesses, and the accused student.

Step 5

The Case Investigators meet with the Reporting Party and the accused student to gather information that supports the allegation, including the course syllabus, assignment guidelines, and any other materials that help clarify the Case. The Reporting Party and accused student may offer the names of others who have knowledge that could clarify the Case. It is critical that all communications remain confidential (until shared with the accused violator later in the process). The Case Investigators may also meet with witnesses identified by the Reporting Party and accused student during this step.

Step 6

The Case investigators determine whether there is sufficient information to support a violation of the Honor Code.

If there is not sufficient information to support a violation, the case investigators so inform the Director. The AHSO will then create an Event File to keep a record of the investigation on file. The Event File will not contain references to the Alleged Violator's name. No further action occurs and the pending charges against the student are dismissed.

If the Case investigators determine there is sufficient evidence to hear the Case, they recommend that the Case continue to a Hearing Panel and confirm which charges the alleged violator will face during the Honor Council Hearing Panel. Both the Reporting Party and the Alleged Violator have the opportunity to review the Case File before the hearing.

Step 7

The Case investigators write a report summarizing all interviews conducted. The official report will contain all information and documents collected. They send this report to the Academic Integrity Administrator. The report becomes a part of the Case File.

Step 8

The AHSO identifies four members of the Honor Council to serve as a Hearing Panel. The Hearing Panel is comprised of two student members and two faculty members. Three of these members are voting members. The fourth member is selected as a non-voting Chair. The Chair position may alternate between student and faculty Honor Council members as determined by the Director.

Step 9

A hearing date and time are set by the AHSO. The Chair and Hearing Panel members receive an advance copy of the Case Materials just prior to the Case Hearing to conduct a rudimentary preparation only. The AHSO will perform due diligence to ensure that no conflicts of interest exist during the selection of the Hearing Panel. However, at this point the Hearing Panel members inform the Director if there are any conflicts of interest. The Case Materials will not be shared or discussed among the Hearing Panel members prior to the beginning of the panel. The Case Hearing will be held at a specified time at a location disclosed only to the parties involved in the hearing.

Step 10

The AHSO furnishes an agenda for the hearing procedure to the Chair of the Honor Council Hearing Panel, which is based on the official reports. Hearing Panel members receive information from all participants and the case file. They then break to deliberate in private.

Step 11

During deliberations, Hearing Panel members first identify whether the student is or is not responsible for a violation of the Aggie Code of Honor. If the student is found to be responsible for a violation, the Hearing Panel receives any additional information that may impact the student's sanction, deliberates, and

decides upon appropriate sanctions.

Step 12

The Director notifies the Alleged Violator in writing of the Hearing Panel decision. If the Alleged Violator is found in violation and sanctioned an F*, or if the Alleged Violator is sanctioned to attend the Remediation Program, he or she shall contact the Director for further instructions.

20.2.4.4 APPEALS PROCESS

The following process shall apply to every appeal, whether an appeal to the Honor Council for a sanction not involving separation from the university, or an appeal of a decision of separation.

A student found responsible for a violation has five (5) university business days to [file an appeal online](#) to the Director of the Aggie Honor System Office. The format for the appeal may be found at <http://aggiehonor.tamu.edu/>.

An evaluation of the written appeal by the Director will determine whether an appeal hearing is warranted. The Director's decision regarding the merit of an appeal is final. Students will be given opportunity to have one appeal and can get assistance from the Honor System Office when completing the appeal form. The Director has the option of extending any deadline for extenuating circumstances. The following are the only accepted basis for appeal.

- Substantial new evidence not available at the time of the original hearing: To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
- A violation of due process rights: To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present rebuttal of allegations.
- The sanction is not commensurate with the violation: To determine whether the sanction(s) imposed were appropriate for the violation of the Honor System Rules which the student was found to have committed.
- The finding of responsibility is inconsistent with the facts presented in the hearing: To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Honor System Rules occurred.

Upon receipt of the written request for a hearing and approval from the Director for an appeal hearing to proceed, the Case Manager shall set a time and place for the hearing as soon as practicable.

The Chair shall sit as a hearing officer and shall not take part in the vote.

The proceedings of the appeal process shall be informal in nature and need not comply with the formal processes associated with the criminal and civil courts.

The student shall have the right to have one person serve as a personal advisor/counselor to consult during the student proceedings. (Students who are charged in the same fact pattern, or who are not in good standing with the university are not eligible to serve as an advisor/counselor at proceedings). A personal advisor or counselor (who may be an attorney) may appear at the proceedings with the accused

student to provide advice, but may not represent the accused student or directly question or cross-examine witnesses, except in a case where the university is represented by an attorney. There is no restriction on who a student may consult or seek advice from, this restriction only pertains to the Honor Council and Appeals proceedings.

An Honor System representative and the appealing student shall be afforded the opportunity for a reasonable oral presentation and shall be permitted to file typewritten or reproduced material.

The Chair shall cause all portions of the hearing to be recorded, except for the panel's deliberations.

The panel may take any of the following actions in response to an appeal: it may review the case and uphold the findings and/or sanctions from the previous level; it may review the case and reverse a finding of responsibility for any or all charges; it may review the case and reduce the sanction(s); it may review the case and require that it be heard again by the original hearing body.

After hearing an appeal, the panel will go into closed session to deliberate. Upon conclusion of its deliberation, the panel shall inform the student of its decision. A letter outlining the decision of the panel shall be sent to the appealing student through email.

20.1.6 General Information

20.1.1.1 Maintaining of Records and Providing Assistance

20.1.1.2 Q-Drop and Withdrawal Policy

20.1.1.3 Deadlines

20.1.1.4 Syllabus Requirement

20.1.6.1 MAINTAINING OF RECORDS AND PROVIDING ASSISTANCE

The AHSO will be the central office maintaining records and providing assistance with cases. Students and instructors may call the AHSO staff for clarification and assistance when reporting, or in the case of instructors, when adjudicating an alleged violation of the Honor Code.

20.1.6.2 Q-DROP AND WITHDRAWAL POLICY

Students who are accused of an Honor Code violation may not Q-drop or withdraw from the course in which the alleged behavior occurred. After a case is adjudicated and the student is found not responsible, the student may be allowed to Q-drop or withdraw from the course. A class previously Q-dropped or a class from which the student has previously withdrawn may be reinstated in a student's record if a violation is found to have occurred after the student successfully Q-dropped or withdrew from the course.

20.1.6.3 DEADLINES

The Director of the Aggie Honor System Office has the option of extending deadlines for extenuating circumstances.

20.1.6.4 SYLLABUS REQUIREMENT

All syllabi shall contain a section that states the Aggie Honor Code and refers the student to the Honor Council Rules and Procedures on the web.



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20.1.4 Sanctions

Instances of academic misconduct represent behavior that is of an especially serious nature. Sanctions assigned in instances of academic misconduct should convey the message that this behavior can serve as a destructive force within the academic community. However, a wide range of sanctions can be employed in order to strike an appropriate balance between sending a message of accountability and enhancing a student's moral and cognitive development. Sanctions in each subcategory below can be used in conjunction with sanctions from other sub-categories. While this list is not designed to be exhaustive, it demonstrates the wide range of sanctions that can be utilized to respond to findings of responsibility for academic misconduct.

20.1.4.1 SEPARATION FROM THE UNIVERSITY

The **Honor Council** is empowered to assign any of the following sanctions:

- Expulsion from the university – as defined in University Student Rules, section 27
- Suspension from the university – as defined in University Student Rules, section 27

Instructors may not impose these sanctions. The case must be transferred to the Honor Council if the instructor wishes to recommend separation from the University.

20.1.4.2 ACADEMIC SANCTIONS

Both the **Honor Council** and the **instructor** may assign appropriate academic sanctions based upon the specifics of the incident.

1. First Offenses

The usual penalty for a violation shall be an "F*" in the course and "Honor Violation Probation" – as defined in sections E and F below. More severe penalties, including separation from the university as outlined immediately above, may be imposed by the Honor Council if the facts and circumstances, as determined by the Honor Council, warrant such penalties. Less severe penalties may be imposed if the circumstances warrant. Examples of lesser penalties include:

- a. A grade reduction for the course
- b. A zero on the assignment
- c. A requirement to participate in extra requirements for a course
- d. A requirement to attend the Academic Integrity Development Program (see section VI)
- e. Placement on Honor Violation Probation
- f. Some combination of these

2. Repeat Offenses

When an alleged violation is reported to the AHSO, and it is determined that the student has a previous violation on record, the case must be referred to the Honor Council for further adjudication. The usual penalty for a second offense is separation from the university. The Honor Council adjudicates all such cases and may impose less severe sanctions if the circumstances warrant, as determined by the Honor Council, warrant.

20.1.4.3 EDUCATIONAL SANCTIONS

Both the **Honor Council** and the **instructor** may assign appropriate educational sanctions. Examples of educational sanctions include a requirement to perform appropriate university or community service which directly relates to the violation committed. The provision will be clearly defined. Examples include, but are not limited to, completion of an Academic Integrity Development Program, writing workshops supplied by the university, reflections, or reports. Failure to complete such requirements within the time specified will result in the imposition of Honor Violation Probation until the requirements are completed.

20.1.4.4 ADDITIONAL CONSEQUENCES

There may also be specific impact for a student within their academic major based upon involvement in academic misconduct. Students are encouraged to discuss their involvement in an academic misconduct situation with their academic advisor.

Student Rule 15-No Upper Division student found responsible of academic misconduct may receive *Cum Laude*, *Magna Cum Laude*, or *Summa Cum Laude* honors at graduation. Upper Division status is defined as having earned 60 or more credit hours (including transfer hours and advanced placement credits) on the date of the violation. Enforcement of this rule is automatic upon a finding of academic misconduct, and is imposed without regard to the severity of other sanctions imposed by either the instructor or the Honor Council.

20.1.4.5 THE "F*" GRADE DESIGNATION

A student who is assessed a grade of "F*" shall have it documented on his/her transcript with the notation "FAILURE DUE TO ACADEMIC MISCONDUCT" or other similar language approved by the Director for the Aggie Honor System Office. It is recorded by the Office of the Registrar immediately upon a finding of academic misconduct. The grade of F* is intended to denote that the student has been penalized for failing to uphold the values of academic integrity at Texas A&M University. It shall be treated in the same way as an F for the purposes of calculating the Grade Point Ratio and determination of academic standing. A student with an F* is automatically on Honor Violation Probation.

20.1.4.6 HONOR VIOLATION PROBATION

A student who is on **Honor Violation Probation** is subject to the following restrictions:

Honor Violation Probation can be assessed either by itself or in combination with any other penalty. Students on Honor Violation Probation may not be considered "In Good Standing" with the University. It takes effect immediately upon a finding of academic dishonesty. Removal of the Honor Violation Probation is addressed in section IV G below.

- Ineligibility to hold an office in any student organization recognized by the university or to hold any elected or appointed position within the university.
- Ineligibility to represent the university to anyone outside the university community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a university-administered scholarship or fellowship when the "Honor Violation Probation" is in place for longer than one semester. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of time on "Honor Violation Probation."
- Ineligibility to receive an Aggie Ring, to pre-register for classes, or to receive a diploma.
- Additional restrictions or conditions also may be imposed, depending on the timing, nature and severity of the misconduct. Examples are inability to receive an official transcript and inability to participate in commencement exercises.

20.1.4.7 REMOVAL OF THE F* GRADE AND /OR HONOR VIOLATION PROBATION

The student may file a written petition to the AHSO to have the grade of F* removed and permanently replaced with the grade of F. The decision to remove the grade of F* shall rest with the Director of the AHSO and is contingent upon the successful completion of the Academic Integrity Development Program (AIDP). The Director's decision is final.

A student will remain on Honor Violation Probation until the F* is removed from the transcript. Additionally, the F* grade, or the F that remains when the "*" designation is removed, will not be eligible for any grade forgiveness or replacement action, and it must be considered in the calculation of a student's Grade Point Ratio. An undergraduate student who receives an "F*" will not be allowed to remove the asterisk from their degree plan until the successful completion the AIDP. Both Undergraduate and Graduate students are not allowed to remove an "F" from a degree program, regardless of whether it was imposed for cheating or academic failure. A student who wishes to re-take the course may do so concurrently with the AIDP.

Any student who receives an "F*" will not be allowed to remove the asterisk (*) from their degree plan until the successful completion the AIDP. Both Undergraduate and Graduate students are not allowed to remove an "F" from a degree program, regardless of whether it was imposed for cheating or academic failure. A student who wishes to re-take the course may do so concurrently with the AIDP; but note that the two grades (the F earned for academic misconduct & the grade earned upon re-taking the course) will be averaged.

The student may file a written petition to the AHSO to have the Honor Violation Probation removed. The decision to remove the Honor Violation Probation shall rest with the Director of the AHSO and is contingent upon the successful completion of the Academic Integrity Development Program. The Director's Decision is final.

There is a one-year time limit to complete the Academic Integrity Development Program. The one-year limit shall be calculated from the time that the sanction was applied, and will be the longer of one year past the original sanction date or one year past the date that the appeal is exhausted or finalized. In unusual circumstances, the Director of the AHSO may grant an extension of time.



AGGIE HONOR SYSTEM OFFICE

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20.1.5 Appeals

A student who is found responsible for a violation and assessed a sanction has five (5) university business days from the date of notification of the sanction to file an appeal with the Honor System Office.

20.1.5.1 BASIS OF APPEAL

There are four bases of appeal:

- Substantial new evidence not available at the time of the original hearing: To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
- A violation of due process rights: To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present rebuttal of allegations.
- The sanction is not commensurate with the violation: To determine whether the sanction(s) imposed were appropriate for the violation of the Honor System Rules which the student was found to have committed.
- The finding of responsibility is inconsistent with the facts presented in the hearing: To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Honor System Rules occurred.

20.1.5.2 FORMAT

Appeals should be submitted through the ahso.tamu.edu website (NOTE: appeals have a maximum character limit of 3000 characters). In the event that additional documentation needs to be submitted or if the website is inaccessible for some reason, students must contact the AHSO for further guidance.

20.1.5.3 EVALUATION

An evaluation of the written appeal by the Director of the AHSO will determine whether an appeal hearing is warranted. For an appeal to be considered valid, one or more basis of appeal must be cited and appropriately supported in the written appeal. The Director's decision is final.

20.1.5.4 APPEAL OF SANCTIONS OTHER THAN SEPARATION FROM THE UNIVERSITY

If the Director finds that there is adequate basis for an appeal, he/she will appoint a subcommittee of the Honor Council to hear the appeal. The members of the Appeals Subcommittee shall not have participated in any proceeding or investigation related to any appeal that they consider. Its decisions are final. A course grade assigned as the result of a sanction cannot be appealed through the grade dispute process described in Student Rule 48.

20.1.5.5 APPEAL OF SEPARATION FROM THE UNIVERSITY

A student who has been assessed a disciplinary sanction of expulsion, dismissal, or suspension from the University by the Honor Council may file an appeal with the Director of the AHSO. If the Director finds that there is adequate basis for an appeal, he/she will forward the request to the chair of the Honor System Separation Appeals Panel.

The Honor System Separation Appeals Panel shall be made up of faculty, staff, and students appointed by the Provost or her/his designee. Its members shall be independent of the Honor Council. Its decisions are final.

20.1.5.6 DISCIPLINARY ACTION PENDING APPEAL

Following the notification of intent to appeal and pending the appeal hearing, any disciplinary action taken by the instructor or Honor Council shall be stayed until the appeal process is complete unless the university has determined in a case involving suspension, dismissal, or expulsion that the continued presence on-campus of the charged student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

20.1.5.7 LIMITS PER CASE

Students are limited to one appeal per case filed against them.

20.1.5.8 HONOR COUNCIL ASSISTANCE

The AHSO will provide assistance, to students who request it, in completing appeal documentation.



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Students should understand the University's Student Rules. Specifically, the Aggie Honor System Office calls to the student's attention the following:

24.4.18. **Unauthorized recording.** Any unauthorized use of electronic or other devices to make an audio, video, still frame or photographic record of any persons without their prior knowledge, or without their effective consent when the person or persons being recorded have a reasonable expectation of privacy and/or such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom or recording administrative meetings with University officials. If a recording is made that captures a violation of the Student Rules or law, the Student Conduct Administrator may elect not to enforce this section of the Student Rules against the student making the recording.

24.4.23. **Abuse of student conduct process.** Abuse of the student conduct processes including investigations, conferences, and appeals. Prohibited behavior includes, but is not limited to:

- Failure to obey the notice from a Student Conduct Panel, Student Conduct Administrator, and/or University official to appear for a meeting or conference as part of an official University disciplinary process.
- Falsification, distortion, or misrepresentation of information.
- Disruption or interference with the orderly conduct of an investigation, conference, or an appeal process.
- Intentionally initiating or causing to be initiated any false report.
- Attempting to discourage an individual's proper participation in, or use of, a student conduct, disciplinary, or legal process.
- Attempting to influence the impartiality of a member of a Student Conduct Panel prior to, and/or during the course of, the Student Conduct Panel
- Verbal or physical intimidation, and/or retaliation of any party to the Student Conduct proceeding prior to, during, and/or afterwards.
- Committing a violation of University rules while serving a conduct probation, conduct review, or deferred suspension status or failing to meet deadlines imposed in accordance with University
- Failure to abide by the terms of University administered sanctions.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.

27.1 University Sanctions

27.1.1 **Expulsion:** Separation of the student from the University whereby the student is not eligible for readmission to this University.

27.1.2. **Suspension:** Separation of the student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. The suspension takes effect when the appeal for the offense is exhausted, waived or time limit has passed. Suspensions may be implemented in one of two ways: immediate implementation of suspension or deferred implementation of suspension. The sanction of suspension may be placed in deferred status. If the student is found in violation of any University rule during the time of deferred suspension, the suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be applied. A student who has been issued a deferred suspension sanction is deemed "not in good standing" with the University.

Not in good standing: A student who is not in good standing is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
- Ineligibility to represent the University in any way, including representing the University at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation. This includes events taking place both on and off of the University campus.
- Ineligibility to receive a University administered scholarship when the length of the period of not in good standing is greater than one semester. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of not in good standing. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University Conduct Administrator.
- Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

At the end of the suspension period, the student is eligible for reenrollment. Actual admission to the University will be determined by the academic rules in place at the time of application for reenrollment.



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20.1.2.3 DEFINITIONS OF ACADEMIC MISCONDUCT

Misconduct in research or scholarship includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor request it, is sufficient grounds to initiate an academic dishonesty case.

Academic dishonesty includes the commission of any of the following acts. This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty. Clarification is provided for each definition by listing some prohibited behaviors.

20.1.2.1.1 **CHEATING:** Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance and has not been specifically approved in advance by the instructor.

Examples:

- a. During an examination, looking at another student's examination or using external aids (for example, books, notes, calculators, conversation with others, or electronic devices) unless specifically allowed in advance by the instructor.
- b. Having others conduct research or prepare work without advance authorization from the instructor.

- c. Acquiring answers for any assigned work or examination from any unauthorized source. This includes, but is not limited to, using the services of commercial term paper companies, purchasing answer sets to homework from tutoring companies, and obtaining information from students who have previously taken the examination.
- d. Collaborating with other students in the completion of assigned work, unless specifically authorized by the instructor teaching the course. It is safe to assume that all assignments are to be completed individually unless the instructor indicates otherwise; however, students who are unsure should seek clarification from their instructors.
- e. Other similar acts.

20.1.2.3.2 FABRICATION: Making up data or results, and recording or reporting them; submitting fabricated documents.

Examples:

- a. The intentional invention and unauthorized alteration of any information or citation in any academic exercise.
- b. Using "invented" information in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
- c. Failing to acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
- d. Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.
- e. Providing a fabricated document to any University employee in order to obtain an excused absence or to satisfy a course requirement; altering an official document such as a transcript.

- f. Other similar acts.

20.1.2.3.3 FALSIFICATION: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Examples:

- a. Changing the measurements in an experiment in a laboratory exercise so as to obtain results more closely conforming to theoretically expected values.
- b. Other similar acts.

20.1.2.3.4 MULTIPLE SUBMISSIONS: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

Examples:

- a. Submitting the same work for credit in more than one course without the instructor's permission.
- b. Making revisions in a paper or report (including oral presentations) that has been submitted in one class and submitting it for credit in another class without the instructor's permission.
- c. Representing group work done in one class as one's own work for the purpose of using it in another class.
- d. Other similar acts.

20.1.2.3.5 PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Examples:

- a. Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator).
- b. Failing to credit sources used in a work product in an attempt to pass off the work as one's own.

- c. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources. Students are permitted to use the services of a tutor (paid or unpaid), a professional editor, or the University Writing Center to assist them in completing assigned work, unless the instructor explicitly prohibits such assistance. If the student uses such services, the resulting product must be the original work of the student. Purchasing research reports, essays, lab reports, practice sets, or answers to assignments from any person or business are strictly prohibited. Sale of such materials is a violation of both these rules and State law.
- d. Failing to cite the World Wide Web, databases and other electronic resources if they are utilized in any way as resource material in an academic exercise.
- e. Other similar acts.

General information pertaining to plagiarism:

- a. Style Guides: Instructors are responsible for identifying any specific style/format requirement for the course. Examples include, but are not limited to, American Psychological Association (APA) style and Modern Languages Association (MLA) style.
- b. Direct Quotation: Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged in the text by citation or in a footnote or endnote.
- c. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment..." and then conclude with a footnote or endnote identifying the exact reference.
- d. Borrowed facts: Information gained in reading or research, which is not common knowledge, must be acknowledged.
- e. Common knowledge: Common knowledge includes generally known facts such as the names of leaders of prominent nations, basic scientific laws, etc., basic historical information (e.g., George Washington was the first

President of the United States.) Common knowledge does not require citation.

- f. Works consulted: Materials that add only to a general understanding of a subject may be acknowledged in the bibliography, and need not be footnoted or end-noted. Writers should be certain that they have not used specific information from a general source in preparing their work unless it has been appropriately cited. Writers should not include books, papers, or any other type of source in a bibliography, "works cited" list, or a "works consulted" list unless those materials were actually used in the research. The practice of citing unused works is sometimes referred to as "padding."
- g. Footnotes, endnotes, and in-text citations: One footnote, endnote, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required.
- h. Graphics, design products, and visual aids: All graphics, design products, and visual aids from another creator used in academic assignments must reference the source of the material.

20.1.2.3.6 COMPLICITY: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

Examples:

- a. Knowingly allowing another to copy from one's paper during an examination or test.
- b. Distributing test questions or substantive information about the test without the instructor's permission.
- c. Collaborating on academic work knowing that the collaboration will not be reported.
- d. Taking an examination or test for another student.
- e. Signing another's name on an academic exercise or attendance sheet.

- f. Conspiring or agreeing with one or more persons to commit, or to attempt to commit, any act of scholastic dishonesty.
- g. Other similar acts.

20.1.2.3.7 ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise. See Student Rule 22:
<http://student-rules.tamu.edu/>

20.1.2.3.8 VIOLATION OF COLLEGE, PROGRAM, DEPARTMENTAL OR COURSE RULES: Students may not violate any announced college, program, departmental, or course rules that are in compliance with other student rules relating to academic matters.

20.1.2.3.9 UNIVERSITY RULES ON RESEARCH: Students involved in conducting research and/or scholarly activities at Texas A&M University must also adhere to standards set forth in University Rule 15.99.03.M1 - Responsible Conduct in Research and Scholarship.

20.1.2.2 SPECIAL NOTE ON GROUP PROJECTS

If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to clearly document who contributes what parts of the joint project and to know what group members are doing and how they are getting the material they provide.

20.1.2.3 OTHER TYPES OF CONDUCT CONCERNS

Student rule violations outside of the academic classroom environment are reported through Student Conflict Resolution Services at <http://studentlife.tamu.edu/scrs/ccironline>.

To report a behavioral concern on the part of a member of the student body, faculty, or staff, refer to the Tell Somebody Reporting process at <https://tellsomebody.tamu.edu/reportingform>.

To report instances of suspected waste, fraud, or a suspected ethics violation, use the Texas A&M University Systems Risk, Fraud, and Misconduct Hotline at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19681.