

The Willamette Ethic
The Policies of the Honor Council of
the CLA of Willamette University

I. Purpose of the Willamette Ethic Honor Council

- a. The purpose of the Willamette Ethic Honor Council is to facilitate personal excellence, create communal trust, and empower all members of the Willamette community to take responsibility for their academic integrity.
- b. The goal of the Honor Council system is to achieve a satisfactory resolution to alleged violations of the Willamette Ethic through dialogue.

II. Definitions of Academic Dishonesty

- a. When incorporating ideas or text from a source in your own original work, you are obligated to explicitly acknowledge, cite, or reference that material. Acknowledgment must be made when:
 - i. Source material (spoken work, graphical works [drawings, graphs, figures, maps], musical compositions, web content, scientific experiments, etc.) is directly quoted or displayed,
 - ii. The opinions, ideas, conclusions, or theories of a source are paraphrased or substantively represented
- b. Plagiarism is the misrepresentation of someone else's work or ideas as your own, and/or failure to properly cite source material. Acts of plagiarism include, but are not limited to:
 - i. Turning in another person's work as your own,
 - ii. Appropriating the words or ideas of someone else without properly crediting, acknowledging, or referencing the original source material/author,
 - iii. Directly quoting a source without using quotation marks or properly offset text,
 - iv. Falsifying or fabricating source/reference information,
- c. Cheating is any act by which a student gains or allows another to gain an unfair advantage on an examination, quiz, or other assignment. Acts of cheating include, but are not limited to:
 - i. Copying from another student's examination, quiz, or assignment
 - ii. Facilitating another student or students gaining unfair advantage without reporting, including letting another student copy your work
 - iii. Using unauthorized materials (notes, pictures, data, web content, recordings, etc.) on an examination, quiz, or other assignment
 - iv. Using or attempting to gain advance knowledge of the content of an examination, quiz, or other assignment, or giving said knowledge
 - v. Collaborating with others on an assignment intended to be completed individually
 - vi. Using work generated for one class to satisfy requirement(s) for another class without prior permission from both instructors.
 - vii. Failing to conform to stated maximum time limits for an assignment without permission of the instructor

viii. Falsification or fabrication of data or research results

III. Definitions of Terms and Roles

a. Council Hearing

- i. A Council Hearing is comprised of four student members and one faculty member, chaired by the Associate Dean of the College of Liberal Arts (CLA).
- ii. It is the primary agency for finding of fact and it issues recommendations for resolution to all parties.

b. Initiating Party

- i. The Initiating Party is any member of the community that formally questions another individual's conduct in the academic community to be in violation of the letter or spirit of the Willamette Ethic.

c. Party in Question

- i. The Party in Question is any member of the community whose conduct the Initiating Party feels is in violation of the spirit of the Willamette Ethic.

d. Chair of the Council

- i. The Associate Dean of the CLA will serve as the Chair of the Honor Council. The Chair will not have a vote. The Chair is responsible for scheduling and facilitating meetings of the entire committee and any subcommittees, holding each member to the values laid out in the Willamette Ethic, and upholding procedures during the hearings and deliberations.
- ii. The Chair will further serve to answer questions any individual may have regarding the policies and procedures of the Honor Council.

e. Vice-Chair(s) of the Council

- i. There shall be two Vice-chairs of the Honor Council. One Vice-chair shall be selected among the student representatives and another Vice-chair among the faculty representatives. Faculty representatives shall be provided from an academic department upon request by the Honor Council. The Council will decide within itself who will be the Vice-chairs.
- ii. The Vice-chairs are jointly responsible for chairing the Council in the absence of the Chair and helping execute the procedural and administrative functions of the Council. The Vice-chairs shall have a vote unless serving in the function of Chair.

f. Secretary

- i. Selected by the Chair of the Council, the Secretary is a member of the Council responsible for recording the case and recommendations issued by the Honor Council, as well as all statements from the parties. The Secretary will ensure all paperwork is properly filed with the office of the Associate Dean.
- ii. If the Secretary is not present at a Council hearing, the Chair will designate a recorder who will fulfill all duties of the Secretary while the Secretary is absent.

g. Council Committees

- i. The Honor Council will be further subdivided into two standing committees, though the Council may choose to form any number of *ad hoc* committees. The standing committees are the Education Committee and Standards Review Committee.
- ii. The Education Committee will be responsible for educating the Willamette community about academic dishonesty and working with faculty and students to develop strategies to curb academic dishonesty.

Not workable

Knowable + Unbiased + Possibly Student ~~from~~ in Major.

- iii. The Standards Review Committee will be responsible for recommending amendments to the policies of the Honor Council. The Honor Council must approve such recommendations by a simple majority.

- 1. The Standards Review Committee will informally review policies at the start of each academic year, with a formal review every other academic year.

IV. The Honor Council

Cumbersome
a. The Honor Council is a group of 13 representatives consisting of 3 faculty members, 9 students and the Associate Dean of the CLA.

- i. Student membership shall consist of *at least* 4 students from the Junior and Senior classes combined; effort should be made to ensure there are two representatives from each class. Student membership shall include at least one member from each of the following areas of study:

- 1. Humanities (E.g. The Arts, languages, philosophy, etc.),
 - 2. Social sciences (E.g. Politics, sociology, psychology, etc.)
 - 3. Natural sciences (E.g. Biology, Chemistry, Physics, etc.),
 - 4. Formal sciences (I.e. math and computer science).

~~5. American Studies Program/ (isep-USA)~~

- ? i. Should an appropriate candidate from a department not be found then the remaining members of the Council shall petition senate who may pass an exception in each case heard by Honor Council missing that candidate.

- ii. In addition to this, Willamette should actively strive to have an Honor Council that is representative of the student population in terms of sex, gender, race and ethnic background.

b. Membership

- i. During the spring semester, *Cumbersome* Department chairs will submit names of students they think would serve well on the Honor Council. Additionally, students-at-large are encouraged to apply for a position. A committee of 2 Honor Council representatives (1 shall be a faculty member) and a member of the ASWU leadership committee shall seek open applications for the Honor Council from the student body and make selections for the Honor Council. New members will be selected in April . Freshmen will be selected in November, and are encouraged to attend all Honor Council meetings and hearings before beginning as a voting member of the Honor Council at the beginning of the second semester of the school year.

- 1. Students may be nominated by any member of the Willamette community.
 - 2. The application process includes a written application and interview for finalists with timelines determined by the Honor Council.
 - 3. Representatives will undergo an academic check before their term begins.
 - 4. Newly appointed members will partake in a training prior to serving on a Council Hearing. Training for new members will occur during the beginning of September.

- ii. Faculty representatives shall be appointed by the dean's office in consultation with the chairs of Status and Academic councils.

- iii. Each representative term is one academic year, starting in September and ending in May.

- iv. Representatives have the option to return for an additional year, but only 6 student representatives may return at any given year.
- v. Representatives shall sign a confidentiality agreement at the beginning of each term, which shall be created by the dean.
- vi. Representatives shall maintain and regularly check a current Google calendar given the quick response time needed to uphold the Honor Council process.
- c. Issues Related to Membership
 - i. Council Members as Participants in Hearings
 - 1. In the event a member of the Honor Council becomes established as an Initiating Party, the member is automatically excused from a Council Hearing.
 - 2. In the event that a member of the Honor Council becomes established as a Party in Question, the member is automatically temporarily suspended from membership on the Council.
 - 3. If a member of the Honor Council, having been established as a Party in Question, is found to have behaved in an unethical academic manner, the member will be expelled from the Council. The Council must then vote on revisiting any cases that occurred during the current semester in which the expelled member was a deliberator.
 - ii. Attendance
 - 1. Each member must attend every Council Hearing they are assigned to serve. In the event that a member misses a Council Hearing without prior notice, their membership will be up for review by the full Honor Council.
 - 2. Each member is required to attend full Council meetings and be an active member of the Council's committees. Failure to do so could result in expulsion from the Council as determined by the Council.
 - iii. Privacy
 - 1. Each member of the Honor Council will be held to the legal obligations of FERPA and will be trained in all guidelines and procedures under the leadership of the Chair of the Honor Council.
 - iv. Replacement of Members
 - 1. Members may be replaced if the Honor Council membership falls below 8 representatives or if there are no representatives for a class of students. Replacement of members will follow the same procedure as selecting new members.

V. Procedures

- a. If an alleged violation of the Willamette Ethic has occurred, a resolution is achieved when the Party in Question does not contest the violation and accepts the consequences suggested by the Initiating Party, or if the Initiating Party concedes a violation did not occur.
- b. Filing a Complaint
 - i. All members of the Willamette University community are expected to report potential infractions of the Ethic Code when they suspect one has occurred.
 - ii. Faculty and Staff members who believe that violations of the Ethic Code have occurred shall:

Faculty

Failure to report a violation may result in a violation of its own accord.

Each individual responsible for own behavior. not dilio.

~~Does not belong~~
Students →

only if student
conflicts →

1. Promptly meet with the student(s) involved, provide appropriate documentation of the violation, discuss the matter, determine whether an infraction has occurred, and if appropriate, decide on a penalty.
2. In the event that the Initiating Party and the Party in Question have not reached a resolution, the Honor Council will initiate a Primary Hearing. Additionally, either party may request a Primary Hearing at any time.
3. Within three working days of meeting with the student(s), place in a confidential file with the Office of the Dean of the College of Liberal Arts a form detailing the incident, provide documentation, and indicate penalty.
 - a. The Faculty/Staff form can be found at [URL](#).
- iii. Students who believe that violations of the Ethic Code have occurred:
 1. Are strongly encouraged to meet with the student(s) involved, discuss the matter, and urge the student(s) to self-report.
 2. Regardless if a student self-reports or not, students who believe a violation has occurred shall submit a report to the Office of the Dean of the CLA within 24 hours of first becoming aware of the potential violation.
 - a. The student report form can be found at [URL](#).
- iv. The Honor Council can be contacted at any time with questions or concerns regarding filing a complaint.
- v. Timelines specified in this document are subject to delays that may occur due to fall or spring recesses and summer vacation.
- c. Investigating a Complaint
 - i. Upon notification of case to student in question, the Honor Council reserves the right to gather all information pertinent its resolution. In the process of gathering information, the council must be presented with the information that prompted the accusation. If the Council believes more information is required, they may petition ASWU Senate. The safety and privacy of students is of the utmost importance.
 - ii. ~~Meeting w/ Associated Dean + HC eliminated~~
 - iii. ~~Reports unrelated to Academics → Conduct~~
 - d. Procedure: The hearings shall ordinarily consist of, but are not limited to, the following:
 1. Prior to the start of the hearing, the members of the Council will meet and be presented with the evidence but will not discuss the case prior to the hearing.
 2. At the start of the hearing, the Chair shall introduce the case and explain the procedure noting the expectation of confidentiality and honesty. All people present shall state their names and other relevant information.
 3. The Chair shall explain the accusation. All documents shall be brought before the entire group.
 4. If the Initiating Party is present, he or she will present his or her position in the case and may include visual aids and materials to help the Council in finding fact. The Council may add pertinent information at their discretion.
 5. The Party in Question shall next present his or her position and may include visual aids and materials to help the Council in finding fact. The Council may add pertinent information at their discretion.

PRIVACY - Separated

Procedure

- 6. The Council will question the Initiating Party and the Party in Question for further clarification as needed.
- 7. The Council shall allow both parties to voice any final questions, thoughts, or statements. The hearing is then ended.
- ii. Prior to the hearing, a party may request the Chair to bring a support individual to the hearing. The request shall summarize the purpose for having this individual present.
 - 1. Support individuals are not allowed to speak on the behalf of student in question during the hearing.

VI. Hearings .

HC may impose sanction if fac. does not?

Recommend removed
1

when of party
not to party
delegated decision?
Not consistent. Appeal is back to HC for process. recommendation is to fac.
8

a. Primary Hearing

- i. The goal of the primary hearing is to determine an effective and fair resolution to the issue.
- ii. The Honor Council will call a Primary Hearing within five workdays if: the Initiating Party or Party in Question contests the accusation and/or the sanction, the Initiating Party does not suggest a sanction, or if either party considers the situation unresolved. The Honor Council will also call a Primary Hearing automatically when the Initiating Party is a student. student v. student
- iii. The Honor Council shall meet within three business days of the hearing to render a recommendation. Notifications will be sent to both parties.
- iv. Resolution decisions may be proposed by any member and must be adopted by a 4/5 majority. Ideally, the Honor Council will reach an agreement unanimously.
- v. The Standard of Proof: a respondent shall be found responsible when the information available to the board at the hearing leads the panel to believe beyond a reasonable doubt that the alleged violation(s) occurred.

If the student contests the Honor Council recommendation, the student may appeal to the Dean of the CLA and follow the process as outlined in the appeals process.

After the resolution of the violation the Associate Dean shall place the file in the student's confidential file. In the event that the Party in Question is found responsible for violation of the Willamette Ethic a second time, then the Council will call a Secondary Hearing to determine if the Council should recommend a further sanction against the Party in Question to the Dean of the CLA.

viii.

Students are expected to comply with the Honor Council. Failure to cooperate with the Honor Council procedures may result in a failure to comply with a charge, filed through the Student Conduct system. OK

b. Secondary Hearing

when 2 or more P&C reports.

- i. The goal of the Secondary Hearing is for the Honor Council to deliberate the academic status of the Party in Question. The Party in Question may present a case to the Council and submit evidence in their defense. The Council may recommend to the Dean any of the following sanctions against the Party in Question: a) No action, b) Academic Probation, c) Suspension, and d) Dismissal.
- ii. This hearing must occur within a week of the day the second violation is resolved and placed in student's confidential file.
- iii. The Honor Council shall meet within three business days of the hearing to render a recommendation. Notifications will be sent to both parties.

omit: in instructor Notification of accusation in instructor's class.

Dean + President
do not reverse.

- iv. Recommendations may be proposed by any member and must be adopted by a 4/5 majority. Ideally, the Honor Council will reach an agreement unanimously.
- * v. In the event the Council recommends suspension or dismissal and the student does not contest the recommendation, seven days shall elapse before the suspension or dismissal becomes effective unless the Council determines an otherwise appropriate period for the suspension or dismissal to take effect.
- vi. If the student contests the recommendation, the student may appeal to the Dean of the CLA and follow the process as outlined in the appeals process.

VII. Appeals

Ambiguity between decisions vs. recommendations

- a. Decisions made by the Honor Council following the Primary Hearing may be appealed. Grounds for appeal may include: procedural error, excessive punishment, or new evidence that was not available or obtained at the time of the Primary Hearing.
- b. If the appeal is due to procedural error or issues with the process of the Honor Council, the Party in Question may speak with the Dean to create a new Honor Council procedure for the specific case. This new procedure must be approved by ASWU senate.
 - i. The final decision resides with the Honor Council. *- president?*
- c. Recommendations made by the Council following the Secondary Hearing may be appealed to the Dean of the CLA, who shall have the right to full review and if warranted, may either endorse the Council's decision or remand the decision back to the Council with comments and supplemental information.
 - i. The final decision resides with the Honor Council. *No*

VIII. Records

- a. The full official record of the case shall be kept on file in the Office of the Dean of the CLA. These files will be accessible to designees only as is consistent with applicable law and the college's policy on student records or other applicable regulations pertaining to student privacy.
- b. The Honor Council shall maintain an anonymous record of cases. These files will serve as point of reference for future case resolutions.
- c. Honor Council records will be maintained separately from the records of other college disciplinary systems.

→ Students who understood discipline
→ Need to remove cumbersome → time line
efficient

- Same Power as AC -

- Drew Can help -