

The Honor System

Honor is at the very heart of Judson College's character and is vital to maintaining a healthy, Christ-like community. Honor suggests honesty and responsibility, out of which grows trust.

The Judson College Honor System seeks to integrate these qualities of honesty, responsibility and trust into the fabric of the lives of all members of the Judson community. Both the individual and the institution are bound by honor, with students and college in partnership to make the system successful. Qualities of honor include integrity in academic pursuits, adherence to the standards of conduct of the College and the laws of community, state and nation, and taking responsibility for failing to abide by academic integrity and standards of conduct.

An atmosphere of trust pervades the campus because of the Honor System. A Judson woman's word is her bond as she lives with honor and integrity from day to day. Each student is responsible for upholding the Honor System. Further, each member of the Judson College community, including students and employees, is responsible for reporting any violations of the Honor Code to the Office of Student Life, the Vice President and Academic Dean, or the president of the Honor Council.

The Honor System has been a tradition of Judson College for many years, with the Honor Council established in 1962 as a part of the Student Government Association to involve students directly in holding fellow students to the standard of honor. There have been a number of changes made through the years to better infuse the honor system into the life of the College, but the honor system continues to be integral to the character of Judson College.

The Pledge of Honor

On my honor as a member of the Judson College community, I will at all times strive to be honest, to be responsible for my own actions, maintaining my own integrity and the integrity of the College, and to earn the trust of the Community.

The Honor Code

- I. The Principle of Honesty: I will at all times and under all circumstances strive to be honest in thought, word and deed.
- II. The Principle of Self-Control: I will at all times strive to control my personal desires in harmony with the social good, considering the interests of others to be equal to my own.
- III. The Principle of Heritage: I will at all times strive to respect the conventions of Judson society and its traditions.
- IV. The Principle of Good Citizenship: I will at all times strive to be loyal to the government and policies of the College and the community.

Listed below are examples, but not an exhaustive list, of conduct that violates principles of the Honor Code. "Minimum" refers to typical minimum sanctions for first-time offenses with no other disciplinary record. "Maximum" refers to typical maximum sanctions for multiple offenses or aggravating circumstances. These are guidelines for sanctions and may be varied as found appropriate by the administrator or Honor Council determining the sanction.

The Principle of Honesty

- Falsification, Distortion, Misrepresentation – Includes but is not limited to cheating; plagiarism; forgery; alteration, misuse or improper possession of documents; theft of services; electronic tampering; knowingly furnishing false information; failure to divulge to college officials knowledge of violation of College standards of conduct. Minimum: service assignment and disciplinary education. Maximum: probation. (Note: The faculty member and/or academic administrators typically deal with academic dishonesty.)
- Theft – Unauthorized taking or keeping of items or services that are College property, are borrowed, rented or leased by the College, or that belong to students, faculty, staff, or guests of the College. Minimum: probation and restitution. Maximum: expulsion.
- Unauthorized Entry – Entering into any College building, facility or room without authorization of the College and the person(s) assigned to the space; unauthorized possession of keys to college facilities. Minimum: service assignment. Maximum: suspension.
- Theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - Unauthorized transfer of a file;
 - Unauthorized use of another individual's identification and password;
 - Use of computing facilities to interfere with the work of another students, faculty member, or College officialMinimum: loss of privilege. Maximum: suspension.

The Principle of Self-Control

- Physical or Sexual Assault – Attempting or committing a violent injury to another person, including sexual assault. Minimum: probation. Maximum: expulsion.
- Consuming, Possessing, Manufacturing, Distributing, or Dispensing Illegal Drugs. Minimum: suspension. Maximum: expulsion.
- Possessing Drug Paraphernalia – Includes but is not limited to pipes, bong, hypodermic needles for non-medical conditions, rolling papers. Minimum: probation. Maximum: suspension.
- Possessing, Manufacturing, Distributing, Consuming, Dispensing Alcohol, or Being Under the Influence of Alcohol – On campus or off-campus at college-sponsored trips or college social functions, off campus but under college jurisdiction. Minimum: probation and service assignment. Maximum: suspension.
- Possession of Alcohol Paraphernalia – Alcohol paraphernalia and advertisements are prohibited on the campus of Judson College. Minimum: confiscation and warning. Maximum: service assignment.
- Distributing Alcoholic Beverages to an Underage Person by an individual or campus organization. Minimum: suspension. Maximum: expulsion.
- Sexual Misconduct – Includes but is not limited to either heterosexual or homosexual incidents of inappropriate display of affection, sexual relations outside of marriage, and promiscuity. Minimum: disciplinary warning. Maximum: suspension.
- Lewd and Indecent Conduct – Includes, but is not limited to, lewd, profane, vulgar language (verbal, written, or electronic), including on clothing, musical lyrics, or gestures; possession of pornographic materials, including via computer; voyeurism, indecent exposure, or other inappropriate behavior of a sexual nature not included in Sexual Misconduct. Minimum: disciplinary education. Maximum: probation.
- Gambling – Playing cards or any other game of chance or skill for money or other valuable stakes with the hope of gaining something significant beyond the amount the individual pays. Minimum: service assignment. Maximum: probation.

- Tobacco Use – Prohibited on campus except in the area around the Club House. Minimum: warning. Maximum: probation.
- Excessive Noise – Noise in or around a residence hall or other campus building that disturbs or disrupts normal activity. Minimum: warning. Maximum: service assignment.
- Irresponsible Conduct – Behavior which is offensive or annoying to others, disrupts the rights of others, or poses a potential danger to self, others, or property. Minimum: warning. Maximum: probation.
- Harassment – No student or group of students shall intentionally create a situation or take part in any activity that produces mental or physical discomfort, embarrassment, ridicule or suffering, unduly annoy, alarm or infringe upon the freedom of another to pursue academic and personal goals. Harassment may include but is not limited to insulting, taunting, physically challenging, approaching, making unwelcome advances or requesting sexual favors. **Harassment should be reported directly to the Vice President and Dean of Students.** Minimum: probation. Maximum: expulsion.

The Principle of Heritage

- Hazing – Any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule, or harassment, regardless of the individual's willingness to participate. Judson College does not condone hazing by any student or student group, and it will be treated as a serious violation of the Honor Code. Minimum: probation. Maximum: expulsion.

The Principle of Good Citizenship

- Aiding, Abetting, or Conspiring – Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Minimum: corresponds to the sanction for the inappropriate behavior. Maximum: suspension.
- Contempt – Willful disregard or disobedience of a directive issued via a judicial process; failure to complete discipline sanctions by the deadline specified. Minimum: warning. Maximum: suspension.
- Insubordination -- Failure to comply with the directives of a College official acting in his or her official capacity. Includes but is not limited to failure to evacuate or otherwise respond to a fire alarm or severe storm alert; refusing to present an ID on request; failure to appear when summoned for an official conference; failure to show respect for College faculty, staff, or guests; failure to comply with College parking/traffic regulations. Minimum: service assignment. Maximum: probation.
- Visitation – Allowing a male to be in the residence hall lobby outside the hours set, or allowing a male to be present in a student's room at any time (except announced open house hours). Minimum: service assignment. Maximum: probation.
- Disruptive Behavior -- Obstructing or disrupting teaching, administration, or disciplinary proceedings; riots; unauthorized or unlawful demonstrations. Minimum: probation. Maximum: expulsion.
- Arson and Setting a Fire – Includes deliberately lighting a fire on campus without authorization; setting a fire in an occupied building; and setting a fire with the intention of destroying property. Minimum: Expulsion. Also carries the likelihood of legal action.
- Tampering with Fire and Safety Equipment – Tampering with or removing fire alarms, fire extinguishers, exit signs or other safety equipment, and giving false alarms. Minimum: restitution or fine and service assignment. Maximum: expulsion.
- Computer Tampering -- Using computing facilities to interfere with normal operations of the College computing. Minimum: probation. Maximum: expulsion.
- Violation of residence hall regulations or other student behavioral expectations.

DISCIPLINARY PROCEDURES

Complaints

Any member of the College community may report a complaint against a student for misconduct. Complaints should be directed to the Office of Student Life. Violations of the Honor Code shall be reported in two ways:

1. Self-Referral: A student who realizes that she has violated the Honor Code will admit responsibility for her actions and report herself to the appropriate authority;
2. Witness Report: A person who witnesses or has concrete knowledge of a violation will a) confront the student and request that she report herself; or b) if the offender does not report herself, report the violation to the appropriate authority.

Interim Suspension

Though as a general rule the status of a student accused of violations of the College's expectations will not be altered until a final determination has been made in regard to the complaint, summary suspensions may be imposed upon a finding by the appropriate college official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the institution or its guests, of destruction of property, or of substantial disruption of classroom or other activities. In any case of summary suspension, the student shall be given an opportunity at that time or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing by the hearing committee on the suspension as promptly as feasible.

Investigation

Depending on the nature and circumstances of the complaint, the Vice President or his/her designee may conduct an investigation either prior to or following notification of the accused student. The student will be notified in person or in writing, depending on which is quicker and more practical in the situation.

Immediate Dismissal of the Charge

If the investigator deems the charge to be frivolous or without merit, the complaint will be dismissed. The person making the complaint and the accused student will be notified of the action.

Disposition of the Charges

The Vice President or her/his designee will examine incident reports, question witnesses, and hear the statement of the accused student. The Vice President or designee will determine whether to send the case to the Honor Council or have an administrative hearing. If the student admits guilt and a minimum sanction assessed, the student does not have the right to appeal the decision. If the student does not admit guilt or receives a sanction greater than the minimum, she may appeal for review of the decision to the Appeals Board (see below). A student may request that her incident not be reviewed by the Honor Council, but the ultimate decision rests with the Vice President or designee.

Review of Decisions

An appeal for review of a disciplinary decision must be made by the student in writing within **24 hours** of the notification of decision of the original hearing officer or Honor Council. The appeal must include a written response to the charges. Appeals may be made on the basis of: 1) the student maintains that s/he was incorrectly found guilty; 2) the sanction(s) applied were unreasonable; 3) new evidence has become available since the original hearing.

The Honor Council

The Honor Council will review disciplinary decisions referred by the Vice President or designee. The Council is charged with examining all the facts and reaching an unbiased decision on whether the Honor Code was violated and, if so, the appropriate sanction in response to that violation. When dealing with matters of academic integrity, the Council is advised by the Vice President and Academic Dean or her/his designee. When dealing with matters of social behavior, the Council is advised by the Vice President and Dean of Students or her/his designee.

Composition of the Honor Council

The Honor Council shall be a standing committee composed as follows: eight student representatives elected by the student body (one from each residence hall, one from each class, a president), three faculty members and two administrative staff members appointed by the President of the College. The administrative assistant of the Vice President and Dean of Students serves as the non-voting secretary of the Council.

Election and Qualifications for Student Members of the Honor Council

Election of student representatives is held by the Student Government Association during its spring elections for the next academic year, beginning in the fall semester. Run-off elections are held according to SGA guidelines. If vacancies occur between semesters, a special election will be held to fill the vacancy. If a vacancy occurs during a semester, the Vice President and Dean of Students may appoint a temporary replacement if deemed necessary.

Qualifications for honor council members include:

- A grade point average (GPA) of 2.7 or higher
- Honesty and trustworthiness demonstrated throughout the election process
- Approval of the Vice President and Dean of Students
- The President of the Council must have previously served on the Council for at least one year prior to the election, and must enroll in Short Term during her term of office. She must have at least 86 semester hours of credit and be in her third or fourth year of attendance at Judson College.
- Any member of the Honor Council found to have violated the Honor Code during her term of office, or of revealing confidential information, will immediately be terminated from her position and not become re-eligible for election.

In the event of a conflict of interest in a particular case, an appropriate substitute to sit on the Honor Council will be appointed by the Vice President and Dean of Students or his/her designee.

Honor Council Procedures

1. A statement and/or summary of the charge(s) will be provided in writing to the members of the Honor Council. Copies of the student's written appeal/response to charges will also be provided. The student charged may reference a copy of these statements and supporting materials while in the hearing room.
2. The Vice President or his/her designee will brief the Council on the specific case, as well as answer any questions on the Council's responsibilities and procedures. This person will be available during the hearing, in or near the hearing room, to answer any procedural or policy questions that may arise during the hearing.
3. The Honor Council will, in private, review the incident reports, statements and supporting materials. On occasion testimony given in the hearing may be tape-recorded, but the Council's deliberations will not be recorded.

4. The charged student may be accompanied by and assisted in his/her defense by an advisor of his/her choosing from within the College community. The student may consult with the advisor, but the advisor may not speak or otherwise directly participate in the hearing. No person from outside the College community may be present in an Honor Council hearing, including parents, guardians, or attorneys.
5. The student may request witnesses related to the case to be present for the hearing. It is the student's responsibility to request a witness' presence and to notify that witness of the time and place of the hearing. The decision to hear these witnesses is at the discretion of the Honor Council.
6. Students, faculty or staff who have made statements or have material knowledge of the incident may be requested to be present at the hearing or notified that they need to be available on campus during the hearing time. The decision to hear from these witnesses is at the discretion of the Honor Council.
7. The Honor Council will question the student and any witnesses deemed necessary, determine whether the student has in fact violated College policy, and determine the appropriate sanction for the violation.
8. With both Honor Council and administrative hearings, the standard of proof for a finding of "guilty" shall be a preponderance of the evidence. If the Council or administrative hearing officer cannot reach a decision, the student will be considered acquitted.
9. The Council will call the student back into the hearing room and the Council secretary will report the Council's decision(s). The Vice President or his/her designee will write a follow-up letter to the student reporting the Council's decision(s) and will implement any sanctions given or upheld by the Council.

Appeals Board Review

An appeal for review of a decision by an Administrative Hearing or by the Honor Council must be made by the student in writing within **24 hours** of the notification of decision of the Honor Council. The appeal must include a written response to the charges. Appeals may be made on the basis of: 1) the student maintains that s/he was incorrectly found guilty; 2) the sanction(s) applied were unreasonable; 3) new evidence has become available since the original hearing. The appeal will be submitted to the appropriate Vice President, who will in turn submit it to the Appeals Board for consideration. Voting Members of the Appeals Board include a member of the administration appointed annually, who will serve as chairperson; a faculty member; the Student Government Association President. Non-voting members include the Honor Council president and the respective Vice President involved related to the original hearing. These two persons will serve in an advisory role.

Sanctions

The following sanctions may be imposed by individuals or Councils charged with determining Honor Code violations.

1. Notification of parents: The College may notify the student's parents of disciplinary actions and interim suspension with the student's consent and without the student's consent if the student is dependent upon her parents as defined by the Internal Revenue Act.
2. Warning: a verbal or written notice by any College official or Honor Council that the student's behavior is in violation of the College's Honor Code, clarifying expected behavior in the future. Further misconduct may be treated with more serious sanctions
3. Reprimand: A written statement that the student has violated College policy and that further violations within a given time frame will result in more serious sanctions. The reprimand will be included as part of the student's disciplinary record. During the reprimand period, the student may lose the privilege of holding an office in a student organization.

4. Restitution: Payment for damages done or expenses incurred as a result of a student's actions. Restitution may be required to the College, to a specific department, or a specific individual, as deemed appropriate by the hearing officer or Honor Council.
5. Confiscation: Articles or substances (e.g., alcoholic beverages and/or containers, weapons, pornographic materials) that violate the College Honor Code and/or governmental statute may be taken into the custody of the College or turned over to law enforcement authorities as appropriate. The College retains the right to decide whether such articles will be returned to the owner, destroyed by the College, or turned over to law enforcement officials. In the case of stolen property, it will be returned to the person from whom it was stolen if that person can be identified and located.
6. Service Assignment: an assignment to perform a task or service for the College, for a college-sponsored organization, or for an approved community group.
7. Disciplinary Education: Performance of an educational activity in response to a violation of the Honor Code. Educational sanctions may include:
 - A formal apology (in writing or in person)
 - A public presentation on a designated topic (usually 10-15 minutes long)
 - A research paper on a designated topic (usually 7-10 pages)
 - Educational dialogs with appropriate College officials. Often there will be a minimum number of sessions stipulated. While the content of the sessions will remain confidential, the College official will provide the appropriate Vice President information on the student's attendance and progress.
 - Enrollment in an off-campus course (e.g., alcohol/drug, anger management)
 - Other
8. Loss of Privileges: Removal of privileges for a designated period of time. Privileges that may be revoked include:
 - Living in one's room of choice
 - Living in one's residence hall of choice
 - Living on campus
 - Use of computer labs
 - Holding elective or appointive office in campus organizations
 - Participating in campus organizations
 - Keeping or operating a motor vehicle on campus
 - Keeping a stereo or other equipment on campus
 - Visitation privileges
 - Intramural privileges
 - Participation in intercollegiate athletics
 - Other
9. Fines: Charges payable to the College for selected policy violations.
10. Behavioral Probation: Notice that the student's standing with the College is in jeopardy. May include loss of privilege, service assignment, educational sanctions, tutoring, study hall, or other sanctions.
11. Restrictive Probation: Notice that the student's standing with the College is in severe jeopardy. Loss of all social privileges. Additional policy violations will lead to suspension.
12. Suspension: Separation of the student from the College for a specified period of time.
 - Temporary suspension will last a minimum of three days and a maximum of two weeks.
 - Final suspension will last a minimum of the remainder of the current semester, with all academic work forfeited for the semester. The student may reapply for readmission to the College after the suspension period. The reapplication must include a written request to the Vice President and Dean of Students.
 - In either case, the student must vacate campus within 24 hours of the final decision of suspension.
 - A suspended student is prohibited from attendance at any classes, social events, or other functions, or visiting college grounds or buildings. Exceptions may be made for the purpose of carrying out business with the College upon request of and granting of explicit permission from the Vice President and Dean of Students.

- The parent(s) or guardian of a suspended student will be notified of the suspension within 24 hours by the Vice President and Dean of Students.
13. Expulsion: Permanent separation from Judson College.
- The student must vacate campus within 24 hours of notification of expulsion
 - The student is not eligible for readmission to the College
 - The expulsion will be recorded in both the records of the Office of Student Life and the Office of the Registrar
 - Parents will be notified within 24 hours of the final decision to expel the student
14. Academic Dishonesty sanctions:
- Involuntary withdrawal from the course in which the violation occurred, either with or without receiving course credit
 - Change in grade for the assignment/exam
 - Change in grade for the course
 - Entry into the personal record of the student of the Office of the Registrar
15. Repeat violations: In the case of repeated violations or violations in deliberate disregard of a specific warning, the student will be subject to more serious sanctions.