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# Honor Council News

## for Faculty and Instructors

### A Guide to the Meredith College Honor System

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Fall Semester 2009

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OFFICE OF THE DEAN OF STUDENTS, DIVISION OF COLLEGE PROGRAMS

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#### Commonly Asked Questions from Faculty and Instructors

*How do I refer a student to Honor Council if I believe she has violated the Honor Code?*

If you suspect that a student has violated the Honor Code and you are able to ascertain facts of the case, it is best to contact the student with the facts that you have and ask that she report herself to the solicitor general for the spring semester (**Anna Beavon Gravely at [gravelya@meredith.edu](mailto:gravelya@meredith.edu)**) who will investigate the complaint and determine if there is sufficient evidence to initiate a case. If a case is initiated, the solicitor general will then contact you regarding the facts of the case and, if there is sufficient evidence, summon you to serve as a material witness for the case. If the student does not report herself to Honor Council, then it is your responsibility to contact the solicitor general with this information.

*What burden of proof is used to determine if a student is found responsible for an Honor Code violation?*

The burden of proof used by the solicitor general in proving her case is “clear and convincing evidence.” It is not the same as “beyond a shadow of a doubt” used in criminal cases or “preponderance of the evidence” as considered in civil cases. Instead, the evidence must be clear, logical, and understandable. It also must be convincing and persuasive. Honor Council considers direct (substantial) and indirect (circumstantial) evidence in determining whether or not a student is found responsible or not responsible for her actions.

If a student is found responsible of an Honor Code violation, the student and faculty representatives deliberate on appropriate sanctions while considering the severity of the violation, past precedents for similar violations, whether or not the student has had prior Honor Code violations, and character witness statements. Honor Council seeks

to provide sanctions that provide learning experiences for the student found responsible, especially if it is the first time the student is appearing before Honor Council. Sometimes a violation of the Honor Code is so serious that it warrants a recommendation by Honor Council of suspension, delay of graduation, or even – in rare cases – expulsion.

If you have any questions about evidence or documentation you have about a possible Honor Council violation, please talk with either Anna Beavon Gravely, Solicitor General of Honor Council, or Ann Gleason, Honor Council Advisor.

*Can a faculty member be informed of the outcome of an Honor Council case?*

If a faculty member reports a student to Honor Council and an Honor Council hearing is held, the Solicitor General of Honor Council will communicate with the reporting faculty member to gather all pertinent information about the case. The Solicitor General will also inform the faculty member of the final outcome of the Honor Council hearing when all appeal avenues have been exhausted by the student. If you do not receive final Honor Council outcome information, please contact Ann Gleason, Honor Council Advisor and Dean of Students.

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**If you have questions or concerns or would like to have a presentation in your department about academic integrity or how the Honor System works, please call the Office of the Dean of Students at 760-8521 or email [gleasona@meredith.edu](mailto:gleasona@meredith.edu)**

*If I am invited or summoned to serve as a material witness in an Honor Council case, what does this entail?*

As a material witness, you are asked to present facts related to the case. A material witness may not make statements regarding the accused student's character. You may be contacted by the solicitor general, the support counselor, or the clerk and will also be informed about the time and location at which the case will be held. It is sometimes helpful to prepare a written statement before appearing in an Honor Council case, and all information regarding the case must be kept confidential and must not be discussed with other faculty, staff or students. Material witnesses sit outside the Honor Council hearing room and are called in by the clerk to give a statement and to answer questions related to the case.

*Why are cases heard so late on Monday nights?*

Since Honor Council cases involve many members of the Meredith community (faculty, staff and students), the time with the fewest conflicts and which allows for evening classes is 7:00 p.m. or later. If a faculty member has been summoned to serve as a material or character witness for a hearing, but is unable to appear in person due to other professional or personal commitments, he/she may write a statement to be read by the solicitor general or the support counselor. Cases are currently held every Monday evening starting at 7:00 p.m. during the fall and spring semesters.



Dean of Students Office  
2nd floor Park Center  
Meredith College  
Phone: 760-8521  
Fax: 760-2869; email: [gleasona@meredith.edu](mailto:gleasona@meredith.edu)

### ***2000-2010 Honor Council Officers and Members***

**Chairperson** – Katie Nagel, [nagelkat@meredith.edu](mailto:nagelkat@meredith.edu)

**Solicitor General** – Anna Beavon Gravely, [gravely@meredith.edu](mailto:gravely@meredith.edu)

**Support Counselor** – Beth Howard, [howardel@meredith.edu](mailto:howardel@meredith.edu)

**Secretary** – Amanda Baity

**Clerk** – TBA – appointed from freshman class

**Senior Representatives** – Mary Harris, Katie Mae Parker

**Junior Representatives** – Carver Morrow, Chetna Patel

**Sophomore Representatives** – Naam Obaid, Katherine Whitford

**Freshman Representatives** - To be elected

**AMC Representatives** – Audrey Green, Terri Richards

**WINGS Representatives** – Lachelle Pulliam and TBA

**Administrative Adviser** - Dean Ann Gleason, [gleasona@meredith.edu](mailto:gleasona@meredith.edu), 760-8521

**Adviser Designees** – Emily Harkey, Allison van den Berg

### ***Honor Council Faculty Representatives***

Dr. Jack Huber, Dr. Bill Landis, Jackie Myers

### ***Review Board Officers and Members***

**Chair** – Sam Cibelli

**Secretary** – Haley Phillips Carpenter

**Members** - Sarah Armstrong, Laura Kachmarik, Annelise Rogers

**Adviser** - Dr. Jean Jackson, Vice President for College Programs, [jacksonj@meredith.edu](mailto:jacksonj@meredith.edu), 760-8556

### ***Review Board Faculty Representatives***

Dr. Ellen Graden, Dr. Kristen Watkins

### ***Residence Hall Hearings Committee Officers and Members***

**Residence Hall Association Vice Chairs** – Kira Buchholtz

**Clerk** – TBA

**Members** – All Residence Hall Presidents

**Advisor** – Lauren Cooper

### ***Apartment Hearings Committee***

To be determined – currently hearings will be conducted by Apartment Association Chair and officers

Note: For further information related to the Honor System, refer to the SGA Constitution (Article XI) and By-Laws of the online *2009-2010 Student Handbook*.