

# **The Iowa Wesleyan College Academic Honor Code**

## **Article One – Academic Honor Code – Ratification, Promotion, Implementation**

### **1.1 Academic Honor Code: Statement of Principles**

Each Iowa Wesleyan student has an obligation to become a responsible member of our college community; acts of academic dishonesty violate a student's most basic obligation to it. Thus IWC students are charged with upholding our Academic Honor Code, which defines academic dishonesty and provides a student-centered procedure for addressing violations. Students are expected to report violations (including their own), and are required to cooperate with investigations and procedures of the student Honor Council.

#### **1.1.1 Legal Disclaimer**

The Academic Honor Council does not function as a court of law. This is not a legal proceeding but an administrative process.

#### **1.1.2 Applicability**

The Honor Code and its procedures only covers possible *student* violations. The mechanism for student complaints involving faculty is described in the Personnel Policy Manual (found on the IWC website at: Faculty & Staff/Handbooks and Manuals/ Personnel Policy Manual) under "Campus Conduct Hotline" and is completely outside the bounds of the Academic Honor Code. The code does, however, allow a student to bring a complaint against another student for an alleged academic dishonesty violation, even if an affected faculty member chooses not to pursue the issue.

#### **1.1.3 Scope**

Only actions that violate the Academic Honor Code need to be reported. Thus, instructors are entrusted to use discretion in distinguishing incidents that are attributable to mistakes, failures of communication, understandable ignorance of conventions, etc. from those that rise to the level of deliberate academic dishonesty. No instructor is required to report an incident that he or she believes does not violate the Honor Code. However, for the Honor Code to be effective, all members of the

community need to strive to base this discretion upon widely shared standards within this---and the wider---academic community. Any faculty member with a question about whether a given incident ought to be reported should seek consultation with his or her immediate peers, program and/or division chair, the VPAA, and/or the faculty advisors to the Honor Council.

#### **1.1.4 Syllabus Statement**

Each syllabus for an IWC class should include the following statement:

HONOR CODE: All Iowa Wesleyan College students are bound by the Honor Code, which states: "As a student of Iowa Wesleyan College, I affirm our community of honor by agreeing to actively uphold the Academic Honor Code. I will not commit acts of academic dishonest such as cheating, plagiarism or the fabrication of data. I will report violations, including my own, and cooperate with investigations and procedures of the student Academic Honor Council." Details regarding the policies and procedures related to the Honor Code may be found at <http://www.iwc.edu/Honor-Code>.

### **1.2 Definitions of Academic Dishonesty**

The following acts fall under the purview of the Academic Honor Code and will be referred to the Academic Honor Council.

**1.2.1 Plagiarism** -- Plagiarism is the intellectual theft of another's ideas. It involves the failure to accurately cite the sources used in researching a paper or project, both in the body of the paper/project and on the works cited page.

**1.2.2 Cheating** -- Cheating constitutes all other forms of academic dishonesty. Offenses include, but are not limited to:

- Fabrication of data/data manipulation.
- Use of crib sheets.
- Copying of information from another person's work.
- Unauthorized sharing of answers/information between students.
- Theft of papers/projects/exams.

- Unauthorized gaining of or giving access to exam questions.
- Tampering with an exam.
- Submission of a paper or project for more than one course without the permission of the faculty members for the courses in question.
- Buying of a paper/project/exam.
- Selling of a paper/project/exam.

**1.2.3 Other Forms of Academic Dishonesty** – These may include, but are not limited to, such actions as:

- Knowingly doing work that another student will submit under his/her own name.
- Misrepresenting circumstances under which work is submitted or performed, including reasons for late submissions.
- Using the course evaluation process dishonestly to spread false information or to collude in retribution against instructors.

### **1.3 Affirmation and Promulgation of the Academic Honor Code**

The following measures provide for the promulgation and affirmation of the Iowa Wesleyan College Academic Honor Code.

**1.3.1 Freshman Orientation Tutorial and Exam** – As part of freshman orientation, each incoming student will participate in a series of activities that explain and affirm the Academic Honor Code, culminating in a tutorial, exam, and signed statement of compliance. Students who fail to pass the exam will be referred to the Honor Council for remediation. Students who refuse to sign the statement of compliance will be referred to the VPAA.

**1.3.2 Transfers and Extended Learning Students Online Tutorial and Exam** -- All transfer and Extended Learning students will participate in an online tutorial on the Iowa Wesleyan Academic Honor Code and pass an online exam and sign a statement of compliance. Students who fail to pass the exam

will be referred to the Honor Council for remediation. Students who refuse to sign the statement of compliance will be referred to the VPAA.

**1.3.3 Public Affirmation of the Statement of Principles** – As part of the convocation and led by the VPAA, all members of the Iowa Wesleyan community will publicly affirm their commitment of the Statement of Principles of the Academic Honor Code.

#### **1.3.4 Display of the Honor Code and Statement of Principles**

**1.3.4.1 Catalog** -- The Honor Code shall be published in full in each course catalog and prominently posted on the Iowa Wesleyan College website.

**1.3.4.2 Public Display** -- The Academic Honor Code Statement of Principles shall be publicly displayed in Iowa Wesleyan College buildings, including academic buildings, student housing, and administrative buildings. It should appear on every class syllabus and be reviewed orally by the instructor at the start of each semester.

**1.4 Reaffirmation and Amendment of the Academic Honor Code** -- The Iowa Wesleyan Academic Honor Code, which includes the system and procedures for its implementation and maintenance, shall be periodically reaffirmed as written or as amended through the following procedure:

**1.4.1 Honor Code Convention** -- At least once every three years, the Honor Council shall hold an Honor Code Convention for the reaffirmation and possible amendment of the Honor Code. This should include a series of events promoting awareness of and discussion about the Honor Code and the collection of suggestions for amending it. The proposed amendments, if any, shall be formulated in appropriate language by the Honor Council with the assistance of the faculty advisors and approved for student consideration by a vote of the faculty. The Honor Code Convention should culminate in a vote by the entire student body on affirming the current Honor Code as written or an Honor Code as amended by the amendments under consideration. Regardless of the results, the current Honor Code shall remain in effect until the following year, when the amended Honor Code shall replace it.

## **Article Two – Honor Council Definition, Membership, and Responsibilities**

**2.1 Purpose** -- The purpose of the Academic Honor Council is to invest student representatives with the responsibility of promoting academic honor in the Iowa Wesleyan College community and fairly adjudicating violations of the Academic Honor Code.

## **2.2 Membership**

**2.2.1 Student Membership** -- The Honor Council shall be made up of nine student members: three members from the senior class, three members from the junior class, and three members from the sophomore Class.

**2.2.2 Faculty Membership** -- The Honor Council shall have three non-voting faculty advisors.

**2.2.3 Vice President for Academic Affairs** -- The VPAA, or the VPAA's chosen delegate, will also serve in an advisory capacity to the Honor Council.

## **2.3 Member Selection**

**2.3.1 Student Members** -- The initial Honor Council (consisting of three sophomores, three juniors, and three seniors) shall be appointed by the Honor Council faculty advisors in conjunction with the VPAA and approved by a faculty vote. In subsequent years, the incoming sophomore members shall be appointed in a similar manner, but the incoming junior and senior members shall be elected by the student body from a list of qualified candidates as part of the student government elections. All members of the Iowa Wesleyan College community will make a good faith effort to accurately and realistically represent the student population at Iowa Wesleyan College when appointing and electing members to the Council.

**2.3.2 Faculty Members** -- The faculty will elect two members to serve as advisors for the Honor Council. The remaining one member will be appointed by the VPAA.

**2.3.3 Honor Council Advisory Board** -- The VPAA shall appoint a board of Honor Council advisors based on nominations from the various divisions and the athletic department. The board will meet occasionally to provide feedback, advice, and suggestions about the implementation of the Honor Code. Additional duties may include a commitment to serve as emergency alternate faculty advisors for meetings that require more than one faculty advisor

present. Thus, those appointed will need to commit to understanding the Honor Code and the procedures outlined therein.

## **2.4 Membership Requirements**

**2.4.1 Student Members** -- To apply for election or appointment to the Honor Council, students must have a minimum grade point average of 3.0 and demonstrate leadership through campus and/or community involvement.

**2.4.2 Faculty Members** -- To be eligible to serve as faculty advisor to the Honor Council, faculty must be a full-time faculty member employed at IWC for at least two years and must demonstrate proficiency in the Academic Honor Code.

**2.5 Length of Term** -- Once elected or appointed, all student members of the Council will continue in office for no longer than two years.

**2.6 Training of Members** -- All members of the Honor Council, both new and old, and students and faculty, will attend a mandatory workshop before each fall semester begins. This workshop will cover the Honor Code as well as procedures to be followed.

## **2.7 Member Responsibilities**

**2.7.1 Student Members** -- It shall be the duty of the Honor Council to elect officers, including the Honor Council President, report all complaints of code violations, summon the accused and witnesses, hear evidence during trial, determine innocence or guilt of accused, and recommend sanctions for the violation. The Council shall keep a written record of all its meetings and procedures, which shall be made available to the VPAA and the Appeal Board (see section 6.4.3). The Council will also produce a yearly report on its activities to be submitted in written form to the VPAA and presented to the faculty at the final faculty meeting of each spring semester.

**2.7.2 President and Officers** -- The Honor Council is also empowered to elect a student member President and other officers and positions as the Council deems necessary for carrying out its responsibilities and conducting its business in a fair and impartial manner. This shall include a designated President Pro Tem to serve in situations when the President is unable to serve.

**2.7.3 Faculty Members and Vice President of Academic Affairs** -- It shall be the duty of the faculty members of the Honor Council to provide oversight to the Honor Council to ensure decisions are reached in a fair and impartial manner, and to preserve confidentiality. Faculty advisors will also guide the selection of sanctions for code violations based on recommendations from the Honor Council. The VPAA will provide final approval of sanctions and penalties.

**2.8 Member Removal** -- All members of the Honor Council are expected to meet all obligations associated with membership. Any member of the Honor Council, student or faculty, who fails to participate or follow the rules of membership---especially, but not limited to, the use of the Honor Council for retribution, coercion, or harassment, or the violation of confidentiality agreements---may be sanctioned or removed from the Honor Council by majority vote of the Council or by the VPAA.

**2.9 Emergency Appointments** -- The Honor Council should be composed of a minimum of seven student members and three faculty advisors. If at any time, the membership falls below this level, the Honor Council can appoint new members at its own discretion.

### **Article Three – Reporting Violation Procedures**

**3.1 Purpose** -- This article articulates the responsibility and procedure for reporting Academic Honor Code violations.

**3.2 Responsibilities** -- By affirming the Academic Honor Code Statement of Principles, all members of our college community pledge to be honest in their academic relationships with one another in word and deed, and affirm our determination to actively maintain the conditions for and the fact of that honesty.

Each student, instructor, coach, and staff member involved in academic matters is required to report all violations of the Academic Honor Code. These college community members agree never to abuse the Academic Honor system for the purpose of retribution, coercion, and/or harassment.

Members of the college community accept this responsibility when they join the college and so become vital participants in the Honor Code.

**3.3 Procedure** -- The report of the alleged violation is to be submitted in writing to the Honor Council President by email ([academicviolations@iwc.edu](mailto:academicviolations@iwc.edu)). The report

should include the date of the alleged violation, people involved, details of the offense, evidence, and relationship of the reporter to the offense. A copy of this email is forwarded automatically to the VPAA. The violation must be reported within 30 days of its discovery, after which the statute of limitations expires.

The student may choose to self-report the violation, following the same submission procedure. As a result, no hold will be placed on the student's transcripts, and no hearing will be called, but the Council will meet to determine the sanction. Self reporting shows progress toward remediation, and, as such, may be considered a mitigating condition by the Council.

The Council will receive reports made in confidence, where the witness chooses not to testify or be publicly identified, but such reports will not carry the weight of a charge. Rather, they will be received as information only, and, in the absence of corroborating evidence, be expunged from the record.

#### **Article Four – Discovery Committee and Conference**

**4.1 Purpose** -- This phase involves the discovery and exchange of information relevant to the case and, in some cases, leads to an agreement to resolve the charges without proceeding to a formal Hearing Board.

**4.2 Composition** -- The Discovery Committee shall consist of no fewer than three Honor Council members, including the Honor Council President or a President Pro Tem and at least one faculty advisor to the Council.

**4.3 Process** -- Following the formal reporting of a suspected violation, the Council President will consult with the VPAA to determine if the case merits a discovery process. If the evidence is insufficient, the Council President so notifies the party reporting the alleged violation.

If it is determined that there is sufficient evidence for a hearing, the Council President shall promptly notify in writing both the Accused and the person making the complaint of the time and place of a Discovery Conference.

The Discovery Conference shall be conducted by the Council President, and shall be closed, except to the Discovery Committee members, the accused, and, if the accused so chooses, a silent observer whose role is one of silent moral support during the

discovery process and advisor to the student during the 48 hours of reflection following the Discovery Conference determination.

The Discovery Conference shall examine the charges and decide on the relevance of the evidence. The accused student will be given 48 hours to accept the charges and the associated penalties/remedy. If the student does so accept, the case may either then be considered resolved or recommended for a Hearing. If the accused chooses to challenge the outcome from the Discovery Conference, the charges shall not be dropped and the Hearing proceedings shall be held, even if the accused should decide to withdraw voluntarily from the college. After 48 hours, resolutions reached in the Discovery Conference are final.

Within seven days of this determination, the Council President will present the accused with a Disciplinary Process Form and inform the accused that a hearing will take place, stating the specific accusation, the place, date, and time of the hearing, and requesting the names of any persons who should be called as witnesses. Any instructors involved in the incident, and the student's academic advisor, will be informed and invited to participate in the procedure.

If a case cannot be heard before the end of the grading period, the instructor of the accused will submit the grade of Incomplete until the Honor Council acts on the case.

**4.4 “Open and Shut Case” Procedures** – In cases where the accused does not dispute either the facts of the case or the faculty member's recommended penalty for the violation, the matter may be disposed of using the “Open and Shut Case” procedure. In this procedure, the faculty member downloads and fills out the “IWC Student Honor Code Violation Form,” including details of the violation and the recommended penalty. The affected student signs the form, agreeing to the details and the penalty and the form is submitted to the President of the Honor Council and the VPAA for review.

In such cases, since neither the facts nor the penalty are in dispute, no need for a discovery conference arises, despite the fact that a violation has occurred. If there are no concerns at that level, the report will be filed in the offices of the VPAA and the Honor Council. If there are concerns, the Discovery Conference procedures can be initiated. The file containing these “open and shut” reports will be reviewed from time to time to look for patterns, especially multiple reports on a student or a class. Concerns generated by these patterns could trigger further action by the Honor Council and/or the VPAA.

## **Article Five – Hearing Board**

**5.1 Purpose** -- This phase applies to cases that cannot be resolved through the Discovery Conference process and proceeds from the Discovery Conference findings towards a final determination of culpability and a recommendation, where appropriate, for sanctions.

**5.2 Composition** -- The Hearing Board shall consist of no fewer than five Honor Council members, at least three of whom must be students, including the Honor Council President or a President Pro Tem. A minimum of two Honor Council faculty advisors shall also be present. The VPAA or an administration official or officials designated by the VPAA will be invited to participate in a non-voting capacity.

### **5.3 The Plaintiff: Rights and Responsibilities**

The plaintiff for the Hearing will be the party bringing the charge against the accused. Typically, this will be the faculty member of the class affected by the alleged Honor Code violation, or a student who is affected by the alleged violation (for example, a student whose work was plagiarized, or a student affected by cheating in a class). The plaintiff shall be bound by the Academic Honor Code's Statement of Principles (1.1) and shall not use the process for retribution, coercion and/or harassment of another member of the academic community. The plaintiff, in bringing the charge, agrees to cooperate fully with the Honor Council and the Hearing Board and shall be available for participation in the hearing board process, including providing testimony, answering the board's questions, and making a final statement.

### **5.4 The Accused: Rights and Responsibilities**

#### **5.4.1 Presumption of Innocence**

The accused has the right to be presumed innocent.

**5.4.2 Right to be Informed of Charges** -- The accused has the right to be informed of all charges against him/her. The President of the Council will notify the accused with a written letter, to which the accused must respond in 48 hours. The Council will also send the notification to the accused via email.

This notification must be sent by the Council 72 hours before the scheduled hearing. Weekends and holidays may be excluded at the discretion of the

Council from either the 72 hour notification by the Council or the accused's required reply within 48 hours.

**5.4.3 Responsibility to be Present** -- The accused has the responsibility to appear at the time and place designated by the Honor Council for the Hearing Board process. If the accused does not so appear, a hold will be placed on the student's transcript, to be removed when the case has been resolved.

**5.4.4 Counsel and Silent Observer** -- The accused may be accompanied by counsel or an observer, whether a fellow undergraduate, lawyer, parent, or faculty member, provided that said counsel or observer does not attempt to communicate during the hearing with the accused, the Hearing Board members, or anyone else in any manner. The silent observer is considered a guest at the Hearing Board and the Council President must be notified of the silent observer's name and relationship to the accused at least 24 hours before the hearing.

**5.4.5 Witnesses** -- The accused may call his/her own witnesses from within the college community or beyond it if the witnesses have relevant evidence. Witnesses will understand they are not present to provide character references, but rather to speak to relevant facts of which they have direct knowledge.

The accused has the right to question witnesses against him/her in a respectful manner. Witnesses will understand that their participation cannot guarantee anonymity, despite a signed confidentiality agreement.

**5.4.6 Additional Offenses** -- The accused may not be sanctioned on a separate offense that comes to light during the investigation of the original charge unless the separate offense is connected to, or similar to, the original charge.

**5.4.7 Clear and Convincing Evidence** -- The accused will be found to have not violated the Honor Code unless a minimum of 80% of the Hearing Board members are convinced to a clear and convincing degree that the accused violated the Honor Code's principles of academic integrity. Hearsay evidence shall not be included in the final decision of the Hearing Board.

## **5.5 Witnesses: Rights and Responsibilities**

**5.5.1 Timely Summons** -- Witnesses shall have the right to be presented with a summons at least seventy-two hours prior to the hearing.

**5.5.2 Protection from Retribution** -- Witnesses shall be assured that neither their person nor property will be insulted, molested, threatened, or damaged because of participation in a hearing. Any perceived attempts to do so will be referred immediately to the VPAA.

**5.5.3 Right to Remain Silent** -- Witnesses shall have the right to remain silent when they feel questions may lead to implicating them in a judicial matter and to have no inference of responsibility drawn from that silence.

**5.5.4 Responsibility to be Present** -- Witnesses have the responsibility to be present at the scheduled time of a hearing.

**5.5.5 Responsibility to Answer Questions** -- Witnesses have the duty to answer all relevant questions frankly, fully, and honestly, remembering that false information or willful omission of evidence could carry a charge of "Furnishing False Information" and/or "Contempt and/or Disregard for Judicial Procedures" before the Academic Honor Council.

## **5.6 Examination and Deliberation – Detailed Process**

The Hearing Board will be assembled in a designated conference room under the direction of the Honor Council President in consultation with the faculty advisors to the Honor Council.

**5.6.1 Preparations** -- A previously-tested, properly functioning tape or digital audio recording system will be ready. The accused will enter the room, be informed of the reasons for taping the hearing, and be asked for agreement to taping, e.g., "It is customary to tape the hearings. This protects your right to appeal the decision of the Hearing Board. Do we have your permission to tape the hearing?" Upon agreement of the accused, recording will begin. If the accused refuses to allow taping, written notes will be taken by the acting secretary of the hearing board and such notes will constitute the record of the hearing. Each person in the room will introduce him or herself on tape by stating full name.

**5.6.2 Charges and Plea** -- The Honor Council President shall ask the accused if he/she received a copy of the Disciplinary Process form with a letter, and whether he/she has any questions about Disciplinary Process. If necessary, the Council President will answer questions or explain the document and the accused's rights.

The Honor Council President will read the violation report and charges.

The accused will enter a plea for each charge. This can be the same plea he/she entered at the time of scheduling the hearing, or he/she can enter a different plea. Choices include: no plea, responsible, not responsible.

**5.6.3 Testimony** -- The plaintiff (if present) and witnesses will be brought in and invited to make comments or to clarify the report. Plaintiff may also present witnesses. Any witnesses will be presented and excused individually.

The accused will be invited to question the plaintiff and witnesses. The plaintiff will also be questioned by committee members. The plaintiff will be excused but asked to wait in an outer office.

The accused will present testimony and will call any witnesses. One at a time, the witnesses will present testimony and be excused. The witnesses will also be questioned by Hearing Board members.

The accused will be questioned by Hearing Board members.

The plaintiff (if present) will be invited to return to the conference room and will give a final statement. He or she will then be excused.

The accused will give a final statement and will be excused.

The Hearing Board may choose to reexamine witnesses at this point or call for expert testimony relevant to the case.

**5.6.4 Deliberations** -- The Hearing Board will deliberate in a closed session and decide a verdict. 80% of the Hearing Board members must be convinced to a clear and convincing degree that the Honor Code was violated.

Based on testimony and any mitigating circumstances, the Hearing Board will determine an appropriate penalty based on the schedule provided in Article Six of this document.

## **5.7 Records and Confidentiality**

Even if the accused is found not guilty, records of testimony, evidence, witnesses, etc., will be kept electronically for a year and then destroyed. If new evidence pertaining to the original charge emerges within that year, the records may be reopened. They may not be reopened if a different charge is made against the accused. All members of the Council, witnesses, and other persons connected to the hearing will sign a confidentiality agreement.

## **Article Six – Penalties, Appeals, Remediation**

**6.1 Purpose** -- The purpose of this article is to define the scope of, and the procedures by which, penalties may be applied by the Academic Honor Council, as well as the process through which an accused student may appeal the verdict and/or penalties of the Academic Honor Council.

**6.2 Procedure for Determining Penalties** -- General conditions for consideration of penalties include self-submission, repeated offences, severity of offense, and the affected instructor's recommendations. If the Hearing Board recommends a penalty that affects a student's grade for a course in any way, the Hearing Board or the Council President shall meet with the affected faculty member to work out an agreement on the penalty. Penalties may be levied at any of three points during the proceedings of a case: the Discovery Conference, the Hearing Board, or the meeting with the VPAA. The Discovery Conference may result in no penalty, or one or more, including probation with consequences, including removal from participation in athletics, removal from campus organizations, or a restitution assignment, such as a reflection paper or service assignment.

The Hearing Board has three options for penalties, depending upon the seriousness of the infraction, the degree to which the infraction is directly related to a particular class, and the results of its consultation with the instructor of the affected class. Penalties may include removal from participation in athletics, removal from campus organizations, or a restitution assignment, such as a reflection paper or service assignment.

**6.2.1 Infractions Directly Related to a Particular Class** -- If the infraction is directly related to a class, the Hearing Board or the Council President will meet with the affected faculty member to work out an agreement on the penalty, and may decide on any of the following: allowing work to be redone for some credit, imposing a zero on assignment, lowering the grade for class, or submitting a grade of F for the class. Should the Hearing Board and the affected faculty member fail to reach an agreement the case will be referred to the VPAA.

**6.2.2 Infractions Not Directly Related to a Particular Class** -- If the infraction is not directly related to a particular class, the Hearing Board may impose no penalty, or one or more, including probation with consequences, or penalties including removal from participation in athletics, removal from campus organizations, or restitution assignment, such as a reflection paper or service assignment.

**6.2.3 Administrative Review of Penalties** -- All penalties applied by the Honor Council, either through the Discovery Conference process or the Hearing Board process, are subject to review by the VPAA, who may confirm, deny, or alter the Honor Council's penalties. Only the VPAA has the power to suspend or expel a student, based upon the recommendation of the Honor Council.

## **6.3 Penalty Guidelines**

### **6.3.1 Discovery Conference (one or more)**

- a. No penalty assigned
- b. Probation, with consequences
- c. Removal from participation in athletics
- d. Removal from campus organizations
- e. Restitution assignment
  - i. Reflection Paper
  - ii. Service

### **6.3.2 Hearing Board (one or more)**

- a. No faculty involved in the case
  - i. No penalty assigned
  - ii. Probation, with consequences
  - iii. Removal from participation in athletics
  - iv. Removal from campus organizations

- v. Restitution assignment
  - 1. Reflection Paper
  - 2. Service
- b. Input by faculty involved in the case required
  - i. No penalty assigned
  - ii. Work allowed to be redone for some credit
  - iii. Zero on assignment
  - iv. Lowered grade for class
- v. Failure of class
- c. Recommendation for stronger penalty, requiring action of the VPAA

### **6.3.3 Meeting with VPAA (one or more)**

- a. Confirm, alter, or deny the penalty assigned by Hearing Board
- b. Probation, with consequences
- c. Suspension, with parents notified
- d. Expulsion, with parents notified
- e. After consultation with the affected faculty
  - i. Work allowed to be redone for some credit
  - ii. Zero on assignment
  - iii. Lowered grade for class
  - iv. Failure of class

**6.3.4 Withdrawals, Suspensions, Transcripts** -- In instances when a student has been found guilty of academic dishonesty s/he may not withdraw from the course in question. Suspensions for academic dishonesty will be noted on the student's transcript.

## **6.4 Appeals**

### **6.4.1 Conditions**

- a. No appeal is allowed for the Discovery Conference.
- b. The appeal process is limited to appeals from the decision of the Hearing Board.
- c. An appeal must be limited to specified reasons of new evidence, significant procedural errors, or improper or inconsistent sanctions.
- d. If there is new evidence, the same Hearing Board will be reconvened to hear it.
- e. No single infraction case may have more than two appeals.

**6.4.2 Procedure** -- The student may request an appeal in writing within 72 hours of receiving notice of the decision of the Hearing Board or the VPAA. The appeal for the decision of the Hearing Board will be made to the VPAA. The appeal for the decision of the VPAA will be made to the President of the College. The decision of the President of the College is final.

If a petition for appeal is made, the accused has the right to be informed in a timely manner whether the appeal will be considered. If the appeal is to be considered, the accused has the right to a timely hearing before the Appeal Board.

**6.4.3 Appeal Board** -- An Appeal Board consisting of at least three faculty members and three administration members shall be convened by the VPAA to review the records of the case, the decision of the Hearing Board, and the appeal of the accused.

**6.5 Record Maintenance** -- Documentation regarding all cases of academic dishonesty will be placed both in the student's file in the Office of Student Life, and on file in the Office of the VPAA. If a student who is attending Iowa Wesleyan College in an extended learning program is found guilty of academic dishonesty, the office of the Associate Vice President and Dean of Extended Learning will keep a copy of the documentation in the student's file.

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