A. HONOR CODE POLICIES AND PROCEDURES

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A. About the Honor Code
   1. Principle
a. Academic integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action (The Center for Academic Integrity*).

2. Purpose
   a. The purpose of an Honor Code at the University of Colorado at Boulder is to secure an environment where academic integrity can flourish. The Honor Code recognizes the importance of honesty, trust, fairness, respect, and responsibility and aims to instill these principles as essential features of the University of Colorado at Boulder campus. The Honor Code allows all students to have responsibility for, and the ability to attain, appropriate recognition for their academic and personal achievements. A student-run Honor Code is necessary because research indicates that these institutions are highly successful in alleviating indiscretions and promoting an academically honorable community.

3. Authority to Establish the Honor Code
   a. The Honor Code is authorized by the Board of Regents and the Chancellor of the University of Colorado at Boulder. It was developed with the assistance of faculty from the Boulder Faculty Assembly, the Academic Ethics Chairs, and the individual schools and colleges. The Honor Code was approved by a vote of the student population in November of 2000, followed by a vote of the Boulder Faculty Assembly, and a vote by faculty members in the individual colleges and schools on the Boulder campus.

4. Jurisdiction of the Honor Code
   a. All students of the University of Colorado at Boulder enrolled in credit or non-credit classes are subject to the Honor Code for academic matters. The jurisdiction of the Honor Code includes, but is not limited to, The University of Colorado Boulder Campus, Continuing Education programs, and Study Abroad programs.
   b. The existing school/college ethics committees will continue to be at the forefront of academic integrity by addressing academic integrity issues specific to their schools/colleges. The Honor Code Council and the Campus Ethics Committee will work closely with the individual school/college ethics committees to promote academic integrity on a campus-wide basis.
   c. As students of a self-regulating profession, the University of Colorado School of Law will maintain, administer, and implement its long-standing Honor Code, and will submit all records pertaining to violations to the Honor Code Office.

5. Signing of the Code
   a. Students will be required to sign a statement agreeing to abide by all university policies, including the Honor Code, on their application, subject to admission to University of Colorado at Boulder.
   b. All incoming students will be given the opportunity to participate in an Honor Code educational session.

6. Violations of the Honor Code
   a. Violations of the Honor Code may include, but are not limited to, any act of academic dishonesty as defined in Section A.7.a.

7. Definitions

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* The Center for Academic Integrity is based at Duke University and is devoted to the fundamental principles of academic integrity that are innate in honor codes: “The Center for Academic Integrity provides a forum to identify, affirm, and promote the values of academic integrity among students” [www.academicintegrity.org](http://www.academicintegrity.org).
a. **Academic Dishonesty**: Any act in which a student gains, or attempts to gain, an unfair academic advantage over other students. These acts may include, but are not limited to:
   
i. **Plagiarism**: Portrayal of another’s work or ideas as one’s own
   
ii. **Cheating**: Using prohibited notes or study aids, allowing another party to do one’s work/exam and turning in that work/exam as one’s own, copying another student’s course work, collaborating on course work when prohibited, and submitting the same or similar work in more than one course without permission from the course instructors
   
iii. **Fabrication**: Falsification or creation of data, research, or resources, altering a graded work without the prior consent of the course instructor
   
iv. **Lying**: Deliberate falsification with the intent to deceive in written or verbal form as applied to an academic submission
   
v. **Bribery**: Providing, offering, or taking rewards in exchange for a grade, an assignment, or in the aid of Academic Dishonesty
   
vi. **Threat**: An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation, or in connection with any other form of Academic Dishonesty
   
vii. **Unauthorized Access**: Gaining unauthorized access to protected academic information including, but not limited to, the Integrated Student Information System (ISIS), a faculty member’s computer, files, and/or office, or secure information on an online server
   
viii. **Aiding Academic Dishonesty**: Intentionally facilitating any act which may help a student to gain an unfair academic advantage including, but not limited to, any of the aforementioned acts.

b. **Faculty**: All references to faculty include, but are not limited to, deans, full, associate, and assistant professors, research professors, senior instructors, instructors, lecturers, adjunct faculty, graduate teaching assistants, and graduate part-time instructors.

c. **Academic Sanctions**: Academic Sanctions are applied exclusively by the instructor of record, not by the Adjudication Director, Hearing Panels or Appeals Boards. These may include assignment grades, course grades, and additional assignments.

d. **Non-Academic Sanctions**: Non-Academic Sanctions are issued by the Adjudication Director, Hearing Panels, and/or Appeals Boards upon the finding of an Honor Code violation. Non-Academic Sanctions for violations of the Honor Code include, but are not limited to:
   
i. Recommendation for Expulsion (with automatic transcript notation)
   
ii. Recommendation for Suspension (with automatic transcript notation for the period of suspension)
   
iii. Suspension in Abeyance
   
iv. Honor Code Probation
   
v. Academic Ethics Seminar
vi. Writing Seminar

vii. Educational/Skill Building Workshops

viii. Community Service

ix. Reflection Paper

x. Letter of Warning

d. **Acceptance of Responsibility**: A student accepts responsibility when he/she generally accepts as true the allegations that constitute one or more of the forms of Academic Dishonesty. Acceptance of Responsibility does not preclude the student the opportunity to present mitigating circumstances relating to his/her conduct.

e. **Denial of Responsibility**: A student denies responsibility when he/she denies that the allegations constitute one or more forms of academic dishonesty either in whole or in part. Denial of Responsibility will result in a formal Honor Code investigation and hearing processes.

8. Faculty Support
   a. Faculty are expected to support and promote academic integrity and honor within their classrooms. They are encouraged to refer to the Honor Code on all pertinent materials including syllabi, tests, and other assignments. Faculty are encouraged to discuss the Honor Code periodically in class as it applies to their courses.

9. **Confidentiality of Honor Code Proceedings and Records**
   a. Honor Code proceedings are confidential pursuant to the Family Educational Rights and Privacy Act (FERPA). All persons who participate in Honor Code proceedings shall be informed of this confidentiality requirement.

   b. All members of the Honor Code Council and Hearing Panel Pool must sign a confidentiality agreement upon taking office. Any breach of the confidentiality of Honor Code proceedings will result in automatic removal from the Honor Code Council or Hearing Panel Pool, and may result in other appropriate action. Student Conduct action for students shall commence based on University Standard of Conduct 9: *Violating any university policy or regulation while on university premises.*

   c. Honor Code records are kept indefinitely in cases of suspension or expulsion and are maintained for five years in all other cases in which a student is found responsible for an Honor Code violation. Records are permanently expunged in cases where a student is found not responsible for an Honor Code violation.

**B. Honor Code Bodies**

1. **Campus Ethics Committee**
   a. **Composition**: The Campus Ethics Committee is composed of an undergraduate student from each college/school (determined by that college/school), a University of Colorado Student Government representative, a United Government of Graduate Students representative, a faculty representative from the Boulder Faculty Assembly, the Academic Ethics Representative from each college/school, and the Honor Code Council Advisor. Members of the Honor Code Council shall sit on the committee as ex-officio members. The chair of the Honor Code Council shall sit as the chair of the Campus Ethics Committee.
b. **Duties:** The Campus Ethics Committee shall provide input, recommendations, and ideas pertaining to the Honor Code, advise faculty as to academic integrity, and promote the discussion of honor and integrity at the University of Colorado at Boulder.
   
i. The Campus Ethics Committee will meet at least once during each of the fall and spring semesters.

2. **Honor Code Council**
   a. **Composition:** The Honor Code Council is composed of five students in the roles of Chairperson, Adjudication Director, Director of Investigations, Director of Student Relations, and Director of Faculty Relations, as well as a Faculty Advisor and the Honor Code Council Advisor.
      
i. **Chairperson:** The student who sits as the primary representative for the Honor Code Council and is responsible for its maintenance. The Chairperson will serve as the facilitator of the appeals process and cast a tie-breaking vote when necessary.

      ii. **Adjudication Director:** The student charged with training the Hearing Panel members and organizing the hearing process. He/she will oversee investigations and hearings, and will coordinate with the Director of Investigations. He/she is responsible for the maintenance of all files regarding Hearing Panels and is responsible for reviewing the Hearing Panel process and recommending changes to the Campus Ethics Committee. He/she is also responsible for composing a report to the Vice-Chancellor for Student Affairs at the end of each academic year detailing the number of alleged offenses, number of violations, type of violations, and sanctions given. He/she is responsible for reporting key information about the hearing process, such as operation and efficiency of hearings and the composition of the Hearing Panel Pool, to the Campus Ethics Committee and Honor Code Council at least once a semester.

      iii. **Director of Investigations:** The student responsible for investigating and/or assigning investigations. After an investigation is complete he/she will provide the information to the Adjudication Director and hearing panel so that the case may proceed.

      iv. **Director of Student Relations:** The student responsible for developing and implementing materials regarding the Honor Code for prospective students, incoming students, and registered students. He/she will organize and formulate information sessions to communicate Honor Code information to the student population. He/she will inform students as to the meaning of Honor Code violations, as well as update students as to developments regarding the Honor Code. The Director of Student Education will ensure that students at University of Colorado at Boulder are well informed as to both the purpose and the processes of the Honor Code.

      v. **Director of Faculty Relations:** The student responsible for distributing materials regarding the Honor Code to faculty, as well as maintaining open lines of communication between the Honor Code Council and faculty. The Director of Faculty Relations will ensure that faculty and staff at the University of Colorado at Boulder are well informed as to the purpose, developments, and processes of the Honor Code.

      vi. **Honor Code Council Advisor:** The Honor Code Council Advisor is the Vice-Chancellor for Student Affairs, or his/her designee. He/she will advise the Honor Code Council as to general concerns pertaining to the Honor Code and will provide historic memory for the Honor Code Council.
vii. **Faculty Advisor:** The Faculty Advisor is responsible for advising the Honor Code Council on issues related to faculty concerns. He/she will also be available to faculty regarding any Honor Code concerns.

b. **Duties:** The Honor Code Council shall maintain and directly administrate all Honor Code operations including, but not limited to, the procedures for case resolution. See Section C.

c. **Terms of Office:** The term of office for student Honor Code Council positions is one year with no term limits; however the Campus Ethics Committee may only reappoint Honor Code Council members upon review and approval. The Honor Code Council members shall begin their terms at the end of the academic year, officially taking office on the day of Spring Commencement. The term of office of the Faculty Advisor is two years, and the Honor Code Council Advisor serves for an indefinite period.

d. **Appointment:** Students interested in a position on the Honor Code Council must submit an application to the Honor Code Office. The Honor Code Council will review applications, conduct interviews, and recommend candidates to the Campus Ethics Committee. The Campus Ethics Committee shall appoint new members by majority vote.

e. **Removal of Members:** Members of the Honor Code Council will be automatically removed if found in violation of the Honor Code or if found to have breached the confidentiality expectations of the Honor Code. Members of the Honor Code Council may be removed if they are placed on academic or disciplinary probation by the University, or if found in violation of the Student Code of Conduct. A unanimous vote of the Campus Ethics Committee, with the recommendation of the Honor Code Council, is required to remove an Honor Code Council member based on abuse of office, dereliction of duty, or unsatisfactory performance.

3. **Hearing Panel:**
   a. **Composition:** The Hearing Panel is composed of no more than four voting student panel members and the Adjudication Director or his/her designee. Quorum for the Hearing Panels shall be three voting student panel members and the Adjudication Director or his/her designee. The Hearing Panel will be trained by the Adjudication Director or his/her designee. Student representation on the Hearing Panel is required from both the accused student’s college/school, and the college/school where the alleged violation occurred. If the accused is a graduate student, at least two graduate student representatives must be on the panel. The Adjudication Director or his/her designee will chair the Hearing Panel and will vote only in the case of a tie.
      i. If quorum for a hearing panel is not met, the accused student may proceed with the hearing by voluntarily waiving his/her right to appeal based on lack of quorum.

   b. **Duties:** The Hearing Panel shall determine the culpability of students who have denied responsibility for an alleged Honor Code violation, and shall determine any appropriate Non-Academic Sanctions. The Hearing Panel shall also conduct Non-Academic Sanction Reviews.

4. **Hearing Panel Pool:**
   a. **Composition:** The Hearing Panel Pool is the body from which members of the Hearing Panel are selected. Efforts will be made to ensure diversity of the Hearing Panel Pool: students will be selected from each college/school, as well as from different student organizations. All students are encouraged to apply.

   b. **Application Process:** Interested students can obtain an application from the Honor Code website or from the Honor Code Office. Applicants may be interviewed, and will be appointed by the Adjudication Director.
c. **Removal of Members:** Members of the Hearing Panel Pool may be removed if they are placed on academic or disciplinary probation by the University, or if found in violation of the Student Code of Conduct or the Honor Code. Hearing Panel Pool members may also be removed at the discretion of the Adjudication Director based on dereliction of duty or unsatisfactory performance.

5. **Appeals Board:**
   a. **Composition:** The Appeals Board is composed of the Honor Code Council Chair, as the facilitator and vote tie-breaker, the Academic Ethics Chair of the accused student’s school/college (or other faculty member designated by the dean’s office from that college/school), the student on the Campus Ethics Committee from the accused student’s school/college (or other student designated by the dean’s office from that college/school), the University of Colorado Student Union representative to the Campus Ethics Committee (the United Government of Graduate Students representative if the accused is a graduate student), and the Associate/Assistant Dean from the student’s primary school/college (or another individual designated by the Dean in the event that the Associate/Assistant Dean is also the Ethics Chair).
   
   b. **Duties:** The Appeals Board shall decide to let the decision of the Hearing Panel stand, remand the case to a Hearing Panel, reverse the original Hearing Panel’s verdict, or modify the sanction.

C. **Procedures for Case Resolution**

1. **Honor Code Report Forms**
   a. **Submission of Forms:** All referral forms may be obtained in the Honor Code office or from the Honor Code website. Forms may be turned in to the Honor Code office via hand-delivery, e-mail, fax, or campus mail.
   
   b. **Faculty Referral Forms:** Faculty Referral Forms are to be completed when a student is either suspected of violating the Honor Code or has admitted to violating it. This form should include all allegations and evidence pertinent to the alleged violation.
   
   c. **Student Referral Forms:** Student Referral Forms are to be completed when a student suspects that another student has committed an Honor Code violation. This form should include all allegations and evidence pertinent to the alleged violation.

2. **Reporting of Violations and Accusations**
   a. **Student Procedures**
      i. Students are expected to submit a Student Referral Form to both the Honor Code Office and the course instructor when they have direct knowledge of an Honor Code violation.
   
   b. **Faculty Procedures**
      i. Faculty members are expected to confront students regarding suspected Honor Code violations.
   
      ii. Faculty members are expected to submit a Faculty Referral Form to the Honor Code Office. See Section C.1.
   
      iii. A faculty member with direct knowledge of an alleged Honor Code violation is expected to appear and provide information to a Hearing Panel in the event of a hearing.
3. Initial Contact
   a. Upon receipt of a Faculty or Student Referral Form, the Honor Code Council will notify the accused student of the allegations against him/her.
      i. The accused student or the reporting faculty member may, at any time, review the contents of the Honor Code file.
   b. The accused student shall be assigned a procedural advisor. This advisor shall serve only to provide information regarding Honor Code policies and procedures.
   c. The accused student must sign a Case Resolution Preference Form, stating his/her intent to either accept or deny responsibility for committing an Honor Code violation.

4. Signing of the Case Resolution Preference Form
   a. Acceptance of Responsibility: If the accused student accepts responsibility for committing an Honor Code violation, Non-Academic Sanctions will be assigned. If the accused student has no previous violation then the Adjudication Director shall assign appropriate Non-Academic Sanctions. The accused student may elect to meet with the Adjudication Director to discuss any mitigating circumstances prior to the assignment of Non-Academic Sanctions. If the accused student has a previous violation, or if the violation is particularly egregious, the Director of Adjudication may convene a Hearing Panel to determine Non-Academic Sanctions.
   b. Denial of Responsibility: If the accused student denies responsibility for an Honor Code violation, the accusation shall be considered disputed. When an accusation is disputed, the case will proceed to an investigation and a hearing.
   c. If the accused student fails to sign a Case Resolution Preference Form within 30 days of initial contact, the Adjudication Director shall decide the outcome of the case in the accused student's absence. Unless extenuating circumstances arise, a delay in the process will not be granted.

5. Investigation of Disputed Accusations
   a. The Director of Investigations will conduct an investigation for each disputed accusation. Upon completion of this investigation, the Director of Investigations will compile an investigation report to be included in the accused student’s Honor Code file.
      i. The accused student will receive a written copy of the investigation report and will have two class days from the receipt of the report to confirm that the information contained within it is correct or to make any changes deemed necessary. Unless extenuating circumstances arise, a delay in the process will not be granted.
   b. The Director of Investigations will meet with the reporting faculty member and any witnesses the Director of Investigations deems pertinent.
      i. The faculty member and any witnesses will receive a written copy of the investigation report and will have two class days from the receipt of the report to confirm that the information contained within it is correct or to make any changes deemed necessary. Unless extenuating circumstances arise, a delay in the process will not be granted.
   c. Upon completion of the investigation process, the case will proceed to the hearing process.

6. Notice of Hearing
   a. The accused student and reporting faculty member will be notified of the hearing date and time at least five class days prior to the hearing.
      i. If the accused student or reporting faculty member wish to attend the hearing but are unable to do so at the set date, they may ask that the hearing be rescheduled. The hearing will be rescheduled as long as this request is received no later than
48 hours prior to the time of the scheduled hearing. Should either party attempt to reschedule the hearing within 48 hours of its scheduled time, the hearing will not be rescheduled and it will be held at its predetermined time.

b. The Honor Code Council will notify the accused student and the reporting faculty member of the names of the Hearing Panelists at least five class days prior to the hearing.
   i. Any member of the Hearing Panel or Appeals Board that has a professional or social relationship with the accused student or reporting faculty member must remove himself/herself from the Hearing Panel or Appeals Board when necessary to avoid any possibility of impropriety or bias.
   ii. The accused student or reporting faculty member may challenge the presence of any member of the Hearing Panel based on a pre-existing relationship that he/she believes may interfere with the impartiality of the process. Challenges must be submitted to the Honor Code Council at least three class days prior to the hearing.
   iii. Upon the recusal of a member, the Honor Code Council will appoint an appropriate substitute from the Hearing Panel Pool.

7. Advisors and Witnesses
   a. The accused student may bring an advisor of his/her choosing; however, this advisor will not be allowed to address the Hearing Panel. The accused student must inform the Honor Code Office of his/her intent to bring an advisor at least two class days prior to the hearing.
      i. If the accused student intends to bring an attorney as an advisor, he/she must notify the Honor Code Council at least three class days prior to the hearing. In this case, an attorney from the Office of University Counsel may also be present at the hearing.
   b. The accused student and reporting faculty member may bring a limited number of witnesses on his/her behalf. Each witness must provide information which is neither redundant nor irrelevant to the case, as decided by the Honor Code Council. The number of witnesses acceptable at each hearing is at the discretion of the Honor Code Council and will be decided on a case-by-case basis. The accused student and/or reporting faculty member must inform the Honor Code Council of the names of any witnesses two class days prior to the hearing.

8. Hearing Process
   a. General
      i. All hearings will be confidential and closed to the public.
      ii. All hearings will be audio recorded.
   b. Hearing Procedure
      i. The Adjudication Director or his/her designee will call the hearing to order and note the date and accused student’s name for the audio recording. He/she will then remind all present that the hearing is strictly confidential.
         a. If quorum for a hearing panel is not met, the accused student may proceed with the hearing by voluntarily waiving his/her right to appeal based on lack of quorum.
      ii. The Adjudication Director or his/her designee will provide a brief overview of the charges.
iii. The accused student will be given the opportunity to make an opening statement in response to the charges.

iv. Witness and reporting faculty member testimony and evidence will be presented.

v. The Adjudication Director and the Hearing Panel may ask questions of the accused student and any faculty or witnesses present.

vi. The accused student may make a closing statement.

vii. The Hearing Panel will retire to deliberate.

9. Evidence Standard in Hearing Process
   a. A finding that a violation did occur must be based on a preponderance of evidence and must be reached by a majority vote of the Hearing Panel. The preponderance of evidence standard of proof requires evidence sufficient to demonstrate that it is more likely than not that the alleged violation occurred. The hearing need not be conducted according to technical rules of evidence. Any relevant evidence may be considered if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs. No evidence other than that received at the hearing or in conjunction with the case resolution process shall be considered.

10. Finding of Responsibility through Hearing Process
   a. If the accused student is found not responsible of an Honor Code violation by the Hearing Panel, the charges will be dismissed and the matter shall be expunged from the records of the Honor Code Office.

   b. If the accused student is found responsible of an Honor Code violation by the Hearing Panel, the case shall be subject to non-academic sanctioning by the Hearing Panel.

11. Sanctioning
   a. The course instructor alone retains the authority to determine appropriate Academic Sanctions, i.e., grades.

   b. The Hearing Panel shall determine appropriate Non-Academic Sanctions in cases of disputed accusations which the accused student was found responsible for having committed a violation of the Honor Code. The Hearing Panel shall also determine appropriate Non-Academic Sanctions when the Adjudication Director has convened a Hearing Panel as outlined in Section C.4.a. Any such sanctions must be approved by a majority vote of the Hearing Panel. Culpability, egregiousness of offense, mitigating and aggravating circumstances, and prior record will be considered in determining Non-Academic Sanctions.

   c. Expulsion or suspension may not be issued directly by the Adjudication Director, Hearing Panel, or Appeals Board. Expulsion or suspension may be recommended as an appropriate Non-Academic Sanction to the Vice Chancellor of Student Affairs.

   d. Students found responsible for violating the Honor Code will be assessed an adjudication fee of $50.00 per case.

12. Notification of Decision
   a. Upon the conclusion of Honor Code case resolution process, the Adjudication Director shall send written notice of the decision to the accused student that shall detail the findings of the Hearing Panel and any Non-Academic Sanctions assigned.
b. Notice of the decision, and of any Non-Academic Sanctions assigned, shall be distributed by the Honor Code Council to parties with a legitimate educational interest including, but not limited to:
   i. The accused student
   ii. The Associate/Assistant Dean of the college of the accused student’s primary college/school
   iii. The reporting faculty member

13. Appeals
   a. An appeal initiated by the accused student or the reporting faculty member must be submitted to the Honor Code Council in writing within 10 class days of the hearing panel decision.
   b. An appeal must be based either on inconsistencies within the established hearing process or on the emergence of substantive new evidence which was not available at the time of the hearing.
   c. Appeal forms may be obtained on the Honor Code website or at the Honor Code Office.
   d. If a student or faculty member submits an appeal form in accordance with the time limits herein, the Chair shall determine whether one or both of the grounds for an appeal outlined in section C.13.b. are applicable. If one or both apply, the Chair shall convene the Appeals Board to review the case. The Appeals board shall not admit the direct testimony of the accused student, the accusing faculty member, or any witnesses. Review of the case shall be on the record of the case alone unless the basis of the appeal is new evidence not available at the time of the hearing. All new evidence to be considered within the case record must be submitted with the appeal form.
   e. Modification of the Hearing Panel’s decisions must be reached by a majority decision of the Appeals Board.

14. Non-Academic Sanction Reviews
   a. A Non-Academic Sanction Review shall commence if a student does not comply with the Non-Academic Sanctions assigned by the Adjudication Director, Hearing Panel, or Appeals Board. This review shall be in place to ensure that the accused student is able to discuss his/her failure to comply with the original Non-Academic Sanctions.
   b. The Non-Academic Sanction Review may result in increased Non-Academic Sanctions, including, but not limited to, a hold being placed on the accused student’s educational records or temporary or permanent removal from the University.

D. Revisions of the Honor Code Policies and Procedures
   1. Revisions must be first approved by a two-thirds vote of the Campus Ethics Committee. After this approval, both the University of Colorado at Boulder Student Government Legislative Council and the Boulder Faculty Assembly Executive Committee must approve the revisions by a majority vote of the members present at the meeting.
   2. As outlined in Section A.7.c., Academic Sanctions remain within the purview of faculty. Any revision that proposes to reallocate authority over Academic Sanctions must be approved by a majority vote of the deans and faculty of each college/school, in addition to the procedures designated in D.1.

*Updated: March, 2012