

Peabody Honor Council

Constitution & Bylaws

September 14, 2021

PEABODY HONOR COUNCIL CONSTITUTION

Effective August 2021

All academic work at Vanderbilt University is conducted under the Honor Code. For the successful operation of the honor system, the cooperation of the whole student body is essential. It is the duty of each member of the student body to show his/her/their appreciation of the trust placed in him/her/them under this system, not alone by his/her/their own conduct, but by his/her/their insistence on the absolute honesty of others in his/her/their class.

It should be a point of honor among the various classes to hold their members to the standard of the University, and all students should be ready to report to the Honor Council anyone who may violate this trust, immediately and without discrimination. For the purpose of encouraging honesty and investigating cases of alleged dishonesty on the part of the professional students including M.Ed., M.P.P., Ed.D., and special non-undergraduate students, an Honor Council within the Peabody College of Education and Human Development is established with the following Constitution.

STATEMENT OF THE HONOR CODE

Vanderbilt University students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally, and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The keystone of our honor system is self-regulation, which requires cooperation and support from each member of the University community.

HONOR CODE PLEDGE

The following pledge will be taken upon matriculation at Peabody, and shall be signed on all work: *"I pledge to pursue all academic endeavors with honor and integrity. I understand the principles of the Honor System, and I promise to uphold these standards by adhering to the Honor Code in order to preserve the integrity of Vanderbilt University and its individual members."*

GENERAL INFORMATION

Students are responsible for obtaining from their professors an explanation of the freedom they may exercise in collaboration with other students or in use of outside sources, including:

- the student's own work prepared and submitted for another course;
- assignments that permit students to discuss the assignment or to collaborate, including during group study sessions;
- all limitations placed on take-home examinations, including use of class or outside materials or discussion with classmates;
- use of examinations or other materials from previous sections of the class; and
- use of internet or other electronic resources, including proper attribution.

In the event that a student does not obtain a clear explanation of the application of the Honor Code from an instructor in any class, the student must assume that the Council will follow the strictest interpretation of the Honor Code with respect to that class. Ignorance of the Honor Code is not a valid excuse for violating it.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. The System applies not only to examinations, but also to all work handed in (including drafts), such as papers, reports,

solutions to problems, tapes, films, and computer programs, unless excepted by the instructor. The System also applies to any act that is fraudulent or intended to mislead the instructor, including falsifying records of attendance for class, for events for which attendance is required or for which class credit is given, or for internships or other work service. Work in all courses including those that involve, in whole or in part, online learning, is subject to the provisions of the Honor System.

ARTICLE I. NAME

The name of the council shall be the Peabody Honor Council of Peabody College of Education and Human Development of Vanderbilt University. The Peabody Honor Council shall hereinafter be referred to as the Council.

ARTICLE II. PURPOSE

The Honor Code of Vanderbilt University represents a compact of mutual trust between the student body and the members of the faculty. A student's personal integrity is presumed to be sufficient assurance that in academic matters one does one's own work without unauthorized help from any other source. The Honor Code at Vanderbilt prohibits actions deemed as breaches of the mutual trust for which the honor system stands. The Constitution is designed to codify this compact of academic integrity expected of all students in professional programs in Peabody College.

The Council is an organization of students and faculty that seeks to preserve the integrity of the Honor Code of Vanderbilt University at Peabody College. It aims to secure justice for any student under suspicion of dishonesty, to vindicate his/her/their name if innocent, and, if guilty, to protect the honor and standing of the remaining students by his/her/their punishment as shall be set forth in the Bylaws.

It is the duty of the students, faculty, and administrators of Peabody College to uphold the principles of this Constitution and it is the responsibility of the Council to administer the principles, The Council proposes to do this in accordance with the procedures, rules, and organization hereinafter set forth.

ARTICLE III. SCOPE

Section 1. The Council shall take cognizance of the giving or receiving of aid by any student without the knowledge or consent of the instructor concerned.

This applies to all tests, themes, term papers, and examinations, and to any other work unless specifically designated by an instructor not to be under the Honor Code.

ARTICLE IV. JURISDICTION

The Council shall have jurisdiction over all professional students, including M.Ed., M.P.P., Ed.D., and special students who are participating in courses and academic activities, including those involving, in whole or in part, online learning, offered by Peabody College. The Council will investigate and hear cases involving allegations of violations of the Honor Code. The Council's decisions shall be binding on all parties involved, unless an appeal is filed with the Vanderbilt Appellate Review Board.

ARTICLE V. MEMBERSHIP

The Council shall consist of two student representatives from each department offering professional programs, as well as two student representatives from each of the online programs. The student

representatives will be selected by the Department Chairs for each department and/or their designee to serve a term beginning their first or second year at Peabody, depending on program length/duration, and ending on the last day of spring classes in the year of their graduation. Members may be called for duty at any time during their term.

Student representatives should be selected, to the extent possible, so as to provide a mix of professional students, in regard to attributes such as gender, ethnicity, and degree status (part time vs. full time, M.Ed., M.P.P., vs. Ed.D.).

In addition, faculty will be represented by one faculty member from each department offering professional programs. These appointments shall be made by the Dean of Peabody College or a designee and will generally be for three years. After the initial appointments are made, replacement appointments shall be made on a staggered schedule in such a manner that at the end of the calendar year the term of the faculty member having the most seniority will expire. At such times, the Dean or a designee will appoint a new faculty member.

A staff member may also participate as a non-voting, ex-officio representative of the Council. Their role would be to provide perspective and guidance in relation to Honor Council issues that arise and in which they might have knowledge and/or expertise.

ARTICLE VI. VACANCIES

The Dean or a designee may appoint replacement faculty members if a vacancy occurs at any time. In the case of a student vacancy, the Council will expeditiously call for the selection of a successor representative from the same department from which the vacancy occurred. The successor representative shall serve in that capacity for the remaining term of the prior representative.

ARTICLE VII. OFFICERS

After the selection of Council members, the Council will meet and elect from its group the following officers:

- Council Chair who may also be appointed by the Associate Dean of Professional Education when needed;
- A Vice-Chair
- Recording Secretary, whose core responsibilities are outlined in the Bylaws.

The Investigator role will be served by a designated professional staff member from the Office of Student Accountability, Community Standards, and Academic Integrity within Vanderbilt University's Division of the Dean of Students.

ARTICLE VIII. MEETINGS

Section 1.

Regular meetings of the Council shall be held at the discretion of the chair.

Section 2.

It shall be the duty of each Council member to attend all meetings and hearings as requested. Each member is entitled to a number of absences; the chair shall set this number.

Section 3.

All meetings shall be conducted according to Robert's Rules of Order.

ARTICLE IX. QUORUM

Two-thirds of the members then serving shall always constitute a quorum of the Council, except in case of a hearing, when five voting members shall constitute a quorum for a panel hearing.

ARTICLE X. VIOLATIONS OF THE HONOR CODE

The following actions are considered violations of the Honor Code. Possible violations include but are not limited to the following:

- 1) **Giving and/or receiving unauthorized aid** on an assignment, report, paper, exercise, problem, test or examination, tape, film, or computer program submitted by a student to meet course requirements. Such aid includes the use of unauthorized aids which may include crib sheets, answer keys, discarded computer programs, the aid of another person on a take-home exam, etc.; copying from another student's work; unauthorized use of books, notes, or other outside materials during "closed book" exams; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or any other similar action that is contrary to the principles of academic honesty.
- 2) **Plagiarism** on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work or ideas of another without properly indicating that source.
- 3) **Failure to report** a known or suspected violation of the Code in the manner prescribed.
- 4) **Any action designed to deceive** a member of the faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.
- 5) **Any falsification of class records** or other materials submitted to demonstrate compliance with course requirements or to obtain class credit, including falsifying records of class attendance, attendance at required events or events for which credit is given, or attendance or hours spent at internships or other work service.
- 6) **Submission of work prepared for another course** without specific prior authorization of the instructors in both courses.
- 7) **Use of texts, papers, computer programs, or other class work** prepared by commercial or noncommercial agents and submitted as a student's own work.
- 8) **Falsification of results** of study and research.
- 9) **Altering a previously graded examination** or test for a regrade.
- 10) **Providing false information** at an Honor Council hearing or to an Honor Council investigator in either verbal or written form.

Note: Examinations and the questions therein, as well as lectures, teaching notes, scholarly writings, course handouts, assignments, and other course materials are the property of the individual faculty member. Copying or distributing any such materials without the permission of the copyright owner may constitute an infringement violation, and may result in a referral to the office of Student Accountability, Community Standards, and Academic Integrity for corrective action.

ARTICLE XI. HEARING

Section 1.

If a member of the Council has a conflict of interest, that member is ineligible to serve as hearing panel member in a case. Individuals with a conflict of interest must declare themselves ineligible. In addition, the Council may, by a majority vote, declare any member ineligible due to a conflict of interest.

Section 2.

All cases shall be heard in a hearing even if the accused admits guilt during the investigation.

Section 3.

The Chair may recuse himself/herself/themselves from presiding a hearing if a conflict of interest is present, and appoint the Vice Chair to preside.

Section 4.

All cases shall be heard privately.

Section 5.

A six member Hearing Panel will hear the evidence in the case. All hearings shall require the presence of one faculty member from the Council. The faculty member from the Council will participate in deliberations but will not vote. This faculty member shall file a written report with the recording secretary after each hearing.

Section 6.

The Peabody Honor Council advisor may also be present at the hearing but is only there to provide procedural information and will not vote.

Section 7.

If the accused is a student in a Peabody online degree program, one of the members of the Hearing Panel shall be a student from a Peabody online degree program.

Section 8.

In case of a hearing, the verdict shall be "guilty" or "not guilty," a majority of the five votes shall be necessary to convict the accused. The Presiding Chair or Vice Chair must vote in all decisions. Written notice of the decision will be sent to the accused, the registrar of the school in which the accused is enrolled, the University registrar, the instructor concerned, other relevant University personnel, and, in cases resulting in suspension or expulsion, other necessary parties.

Section 9.

The Chair may appoint a faculty member as an expert witness.

Section 10.

All business conducted on investigations, hearings, business meetings, retreats, and other official Council functions shall be held in strictest confidence among the members of the Council. In addition, all information concerning investigations and hearings shall be so held by the individual members of the Council then present; they may not discuss this information with other persons, including other Council members who are not on that particular case.

ARTICLE XII. PENALTIES

If the accused is found guilty, a penalty will be determined by the Hearing Panel consistent with the following: the flagrancy of the violation, the degree of premeditation, truthfulness of the accused

throughout the investigation, and any mitigating circumstances that may enter the case. The Hearing Panel will consider ratings and whether or not a student has been found guilty of a previous Honor Code violation. The rating scale and penalties are outlined in the Bylaws.

ARTICLE XIII. IMPEACHMENT

The Council shall have the power to impeach, suspend, or otherwise discipline its own members as shall be prescribed in the Bylaws.

ARTICLE XIV. AWARENESS

Each new professional student including M.Ed., M.P.P., Ed.D. and special students entering Peabody College will be informed by the Council as to the functions of the Honor System and his/her/their obligations to the Honor Code, and will be provided with a copy of the Constitution and Bylaws of the Peabody Honor Council on request, and will be bound by the honor system upon registration.

ARTICLE XV. MISCELLANEOUS PROVISIONS

Section 1. Withdrawal from the University before a hearing.

In case a student withdraws from the University after a charge has been made against him/her/them by another student or by the Council and before the hearing, the facts shall be recorded by the Council just as if the accused had been present. The chair will place a notation on the transcript of the accused, who will not be allowed to reenter the University until he/she/they has had a hearing before the Council. Notice of such hearings will be sent to the student at his/her/their home or other known address.

Section 2. Special Provisions for COVID-19

During the 2021-2022 academic year, the University will continue to operate under guidelines and protocols to reduce the spread of COVID-19, which may change over time in light of the evolving nature of the pandemic. These guidelines and protocols will be communicated to students through other mechanisms and not through the Student Handbook. Students are expected to abide by any and all University guidelines and protocols to reduce the spread of COVID-19. In some circumstances, these guidelines and protocols may supersede provisions in the Student Handbook or in the Peabody Honor Council Constitution & Bylaws.

ARTICLE XVI. AMENDMENTS

Amendments to the Peabody Honor Council Constitution must be approved by a minimum of two-thirds of the members of the Council.

BYLAWS OF THE PEABODY HONOR COUNCIL OF VANDERBILT UNIVERSITY

ARTICLE I. RESPONSIBILITY OF STUDENTS AND FACULTY

If a student has reason to suspect that a breach of the Honor Code has been committed, he/she/they must:

- issue a personal warning to the suspected student, or
- report the incident to the Peabody Honor Council ("The Council") through email or other online reporting option, or
- inform the instructor in the course of the suspicions and identify, if possible, the person(s) suspected

Faculty members should consult the University's [Faculty Manual](#) for their responsibilities in relation to the honor code.

ARTICLE II. DUTIES

Section 1. Duties of the Chair.

The duties of the Chair shall include:

- initiating appointment of council members as needed;
- formulating and presiding over orientation procedures for professional students and faculty no later than two weeks after their appointment;
- calling and presiding at all meetings of The Council;
- coordinating with the investigator to arrange hearing procedures;
- summoning involved parties to all hearings;
- notifying involved parties of Council's decision;
- sending faculty-wide email reminding professors to add the most up-to-date Honor Code to their syllabi.

Section 2. Duties of the Vice-Chair

The duties of the Vice-Chair shall be to assist the Chair and serve as the Chair when he/she/they is unable to perform such duties.

Section 3. Duties of the Recording Secretary

The duties of the Recording Secretary shall include:

- notifying all Council members of hearings and meetings;
- attending hearings
- keeping full minutes and audio recordings
- delivering records required by Vanderbilt University for Appellate Review Board hearings.

Section 4. Duties of the Council Members

The duties of the Council members shall include

- attending all meetings;
- attending hearings as requested by the Chair;

- recusing self from any hearings in which he/she/they holds a conflict of interest.

ARTICLE III. INVESTIGATIONS

A member of the Office of Student Accountability, Community Standards, & Academic Integrity shall be appointed to investigate each case and report their findings to the Council. The investigator shall present evidence to the Council Chair who shall decide whether or not there is sufficient evidence to hold a hearing on the case in question. In all cases, the reporting party shall be notified fully of the Council's action.

Proceedings of the Council - investigations, interviews with potential witnesses, hearings, etc. -may be recorded by the University. Recordings not authorized by the Council adviser or the Council officers hearing a case, or by the Associate Dean of Professional Education or the Dean's designee, are prohibited.

Section 1.

When an alleged violation of the Honor Code is reported, a member of the Office of Student Accountability, Community Standards, and Academic integrity will be assigned to investigate the incident.

Section 2.

The assigned investigator will interview the accuser and collect any available information or documentation related to the alleged violation.

Section 3.

The accused will be notified via e-mail that a report has been filed, and will be asked to schedule a meeting. The accused is required to respond to the investigator's inquiries within a reasonable period of time. The Council may send a notice to the Office of the University Registrar to enter an Incomplete and add a notation to the accused's academic record stating "Honor Council Investigation Pending," if the accused is not compliant or if the investigation or hearing will continue beyond the end of the semester (i.e., becomes a "holdover case").

Section 4.

The investigator will meet with the accused to present the accused with a written Statement of Charges that includes the specific charge(s), a brief description of the alleged violation, and an explanation of the possible consequences if the accused student is found guilty of a breach of the Vanderbilt Honor Code. During the first meeting, the accused will also be informed of the procedures that will be followed. The accused may choose not to make any statement at the time of the first meeting, but may defer making a statement to an agreed upon time prior to the hearing. The investigator will ask the accused to sign the Statement of Charges indicating that he/she/they understand the charge, possible penalties if found guilty, and the procedures to be followed, and that he/she/they will or will not move forward with a statement at the first meeting. Signing the Statement of Charges does not imply or acknowledge guilt.

Section 5.

The accused student will have the option to select a student adviser from the Peabody College Honor Council. A list of all possible student advisers will be made available to the accused student, and an adviser may be selected from it during the investigation. The accused may also select an adviser from the Vanderbilt University community: faculty, staff, or student. However, persons

related to the accused or who have formal legal training are not eligible to serve as advisers and may not participate in the hearing.

An adviser may accompany (either in person or remotely) the accused student to investigative meetings and the hearing and refer the accused student to the Peabody Honor Council Constitution. The constitution contains the procedures of the Honor Council regarding investigations, hearings, and the penalties that may be assigned. In addition, an adviser may confer with the accused during the investigation and hearing but may not speak directly with Honor Council members on the panel during the hearing.

The accused student may separately obtain professional legal representation, advice, and counsel. However, an attorney may not participate in or be present during an Honor Council interview or hearing. The Peabody Honor Council is a student-led organization untrained in the law. An attorney representing an accused may work directly with the Office of the General Counsel.

Section 6.

During the meeting where the accused will make a statement, the investigator will ask the accused to explain his/her/their own account of the events surrounding the alleged violation. The accused may also provide relevant documentation or information to support his/her/their account of events. The accused will ultimately be asked to enter a plea of guilty or not guilty prior to the hearing.

Section 7.

The accused is required to notify the investigator of any material witness(es) before the hearing has been scheduled so that the investigator may contact the witness(es) and prepare a statement for inclusion in the investigative report. No material witness will be allowed to testify at the hearing unless he/she/they have previously given a statement to the investigator. The accused may also have one character witness testify at the hearing. The investigator will not interview the character witness and it is the responsibility of the accused student to notify the character witness of the time and place of the hearing and to ensure his/her/their attendance. Given the nature of University judicial proceedings (including the proceedings of University honor councils), the testimony of, and information derived from, experts, such as the reports of handwriting experts, are not admissible and will not be considered, except in rare circumstances. In those rare cases, determinations as to the admissibility of testimony of or evidence derived from an expert will be made in the sole discretion of the Dean of Peabody College in consultation with the Director of the Office of Student Accountability, Community Standards, and Academic Integrity. The Council chair may appoint a faculty member as an expert witness. Under no circumstances, however, will the use of polygraph examinations be permitted.

Section 8.

The investigator will assemble the evidence and testimony in a concise, logical report. The investigator will provide the investigative report to the chair of the Council, who will determine whether sufficient evidence exists to warrant a hearing by the Council.

Section 9.

At least twenty-four hours before the hearing, the accused student will be presented with a copy of the investigator's report so that he/she/they may comment at the hearing on any corrections or clarifications the accused student feels are necessary or appropriate.

ARTICLE IV. HEARINGS

If after an investigation, the Council chair determines that there is sufficient evidence to warrant a hearing, then a hearing will be scheduled. The timing of the hearing should not be held earlier than

seventy-two hours after the investigator has met initially with the accused unless an earlier time is agreed to by the accused. The chair will arrange any details necessary for conducting the hearing, such as reserving rooms where the witness(es) and the accused may be placed during the hearing. The chair will also inform the accused and the witness(es) as to the place and time of the hearing; however, the accused student is responsible for arranging the attendance of his/her/their character witness.

Section 1. Attendance of the Hearing by the Accused Student

All students, including the accused student, are required to cooperate with investigations and at hearings conducted by the Council. In the event an accused student refuses to participate in, or cooperate with, a Council investigation or hearing, the hearing may take place without the participation of the accused student. All reasonable efforts will be made to inform the accused student of the time and place of the hearing and the findings of the proceeding. In addition, the accused student may inform the Council that he/she/they will not attend the hearing and submit a written statement regarding the charges.

Section 2. Hearing

A six member hearing panel (consisting of a presiding officer, the recording secretary, and four members appointed by the chair, one of whom will be a non-voting faculty member) will hear the evidence in the case. The Peabody Honor Council advisor may also be present. (For training purposes, observers may be allowed to be present, but may not speak or take part in the proceedings.)

- 1) Presentation of the investigative report.
 - a) The investigator is sworn in by the recording secretary
 - b) The investigative report is presented: the interviews with the accuser, the accused student, and the witnesses are reported briefly and impartially; the material evidence is presented and explained without opinion.
 - c) The Council may question the investigator. At no time does the investigator express an opinion as to whether the accused is guilty or not guilty
- 2) *Testimony*. The accused student and the accuser are allowed to be present during the presentation of all testimony. If witnesses are to testify in person (as opposed to through written testimony), they will appear separately and await their appearances alone. When called, each (with the exception of the character witness) is sworn in by the recording secretary.
 - a) *Accuser*. If the accuser testifies in person, the presiding officer will invite a general account of the events in question. The Council may then direct its questions to the accuser. The investigator may question the accuser, waiting until the Council has concluded its questioning, to clarify points that may have been obscured. The accused may also direct questions to the accuser, once the Council and the investigator have concluded their questioning. In the case of the accuser's absence, the Council will proceed to the testimony of the witness(es) and/or the accused student.
 - b) *Material Witnesses*. First, the presiding officer invites a general account of the events in question. The Council may then direct its questions to the witness. The investigator may question material witnesses, waiting until the Council has concluded its questioning, to clarify points that may have been obscured. The accuser and the accused may also direct questions to the material witnesses, once the Council and the investigator have concluded their questioning.
 - c) *Character Witness*. One character witness may answer questions concerning the background of the accused. If a character witness cannot attend the hearing in person, he/she/they may send a written statement to the investigator to be read at the hearing. A

character witness is not allowed to testify or express an opinion concerning the alleged offense. Discretion will be exercised to avoid questions that a character witness is not allowed to answer. Generally, a character witness will be asked the following three questions:

- i) "How long and in what capacity have you known the accused student?"
 - ii) "Can you please tell the panel about a time in which you placed trust in the accused student?"
 - iii) "In general, and without reference to this case, can you please describe the accused student's character?"
- d) *Accused Student*. The presiding officer presents to the accused the charges and asks if he/she/they is familiar with the charges, the evidence, and the possible penalties if found guilty. The accused student enters his/her/their plea of guilty or not guilty. The presiding officer asks the accused to state his/her/their account of the events in question. The Council may then direct its questions to the accused. The investigator may question the accused, once the Council has concluded its questioning, to clarify points that may have been obscured. The accuser may also direct questions to the accused, once the Council and the investigator have concluded their questioning.

ARTICLE V. PENALTIES

When the Council is satisfied that all pertinent testimony has been received, the accuser, the accused student, the investigator leave the hearing room so that the panel may deliberate. The panel will proceed to discuss and decide the question of guilt. The proof that a person is guilty of a charge must satisfy a "preponderance-of-the-evidence" (or, more-likely-than-not) standard. A majority of the five members of a panel must vote "guilty" to find the accused guilty.

Section 1. Determining the Penalty

If the accused is found guilty, the Council determines a fitting penalty based upon:

- a. the flagrancy of the violation,
- b. premeditation involved in the offense, and
- c. the truthfulness of the accused throughout the investigation and the hearing

These three factors are ranked on a scale of low, medium low, medium, medium high, or high.

Section 2. Presumptive Penalties

The presumptive penalty for a first offense is failure in the course. In certain circumstances, after reviewing the flagrancy of the violation, the degree of premeditation, and the truthfulness of the accused throughout the hearing and investigation, the Council may, at its discretion, reduce the penalty on a first offense to include a Council reprimand, with a recommendation for failure on the assignment, or increase the penalty to suspension for one or more semesters, or expulsion. The minimum penalty for a second offense is failure in the course and suspension for not less than a semester, and depending upon the severity of the violation, the penalty may be suspension for multiple semesters or expulsion. The penalty for a third offense is expulsion.

Section 3. Mitigating Circumstances

If, after review by, and at the discretion of, the Dean of Peabody College in consultation with the Director of Student Accountability, Community Standards, and Academic Integrity, mitigating circumstances exist with regard to the commission of the violation in question, then the presiding officer will be provided relevant information and may introduce those circumstances to be considered

in the discussion of penalty. Such circumstances may not relate to the possible ramifications of the panel's decision.

Section 4. Expulsion

Expulsion must be approved by a vote of at least four of the five panel members. (Note that for a third offense, a vote of guilty by four of the five panelists imposes a penalty of expulsion, automatically.) All other penalties require only a simple majority vote of the five members.

Section 5. Rendering a Decision

The accused and investigator are brought back into the hearing room for presentation of the Council's decision. After stating the decision, the presiding officer (and others) may talk with the accused. At this time, it should also be explained to the accused that he/she/they has the right of appeal.

ARTICLE VI. AFTER THE HEARING

Section 1. Maintenance of Material Evidence

At the conclusion of the hearing, the chair will gather all the material evidence, investigative reports, notes, and other records of the investigation and hearing and place them in a file in the Office of the Dean of Peabody College and in the Peabody Offices of Professional and Graduate Education.

Section 2. Notice and Maintenance of Guilty Decision

If the accused student is found guilty or pleads guilty, written notice of the decision is sent to the following parties:

- a) the accused student;
- b) the accuser, if an instructor, or the relevant instructor(s) (in cases in which the accuser is not an instructor);
- c) the Dean of Peabody College;
- d) staff in the Office of University Registrar;
- e) the Director of the Office of Student Accountability; and
- f) other relevant University personnel.

A copy of the notice must also be kept in the permanent files of the Council.

Section 3. Summary of Proceedings

Following a hearing, a member of the Council Executive Board will then prepare a summary of the proceedings.

Section 4. Filing an Appeal

The accused student may file an appeal from a panel decision with the Appellate Review Board, but must do so within ten days of the date the student is formally notified of the panel's decision.

Section 5. Maintenance of Records

The Council adviser maintains records of Council proceedings and investigations materials are maintained in the Office of Student Accountability, Community Standards, and Academic Integrity in accordance with the office's document retention policy and those policies in the Office of the Dean of Peabody College and the Peabody Offices of Professional and Graduate Education. Records will not be released outside the University absent a written release from the student or unless otherwise required by law in accordance with the Family Education Rights and Privacy Act (FERPA). However,

students should be aware that they may be required to sign a waiver when applying to graduate or professional schools or in the course of any employment or governmental background check.

ARTICLE VII. WITHDRAWAL FROM THE UNIVERSITY BEFORE THE HEARING

If a student who has been reported for a suspected violation of the Honor Code withdraws from the University before a hearing has been conducted, the fact will be recorded by the Council. A letter will be sent to the accused stating that he/she/they is suspected of an Honor Code violation, that an investigation has been or will be conducted, and that a hearing may be held.

The accused may respond in one of three ways: return to the campus for a hearing, waive the right to give testimony personally, thereby acknowledging that the hearing may proceed in his/her/their absence, or waive the right to appear and send a written, signed statement to be presented on his/her/their behalf at the hearing. Failure by the accused to respond will be considered a waiver of the right to appear.

During the time prior to the hearing, a notation will be placed on the academic record of the accused stating that an Honor Council case is pending. A letter will also be sent to the Office of the University Registrar and the Dean of Peabody College, and other relevant University personnel, indicating that an Honor Council case is pending. If the accused attempts to re-enroll before the case is heard, the registrar will notify the chair of the Council. The case must be resolved before the accused may re-enroll.

ARTICLE VIII. IMPEACHMENT

Any Peabody professional student may bring a charge to impeach, suspend, or otherwise discipline members of the Council for negligent or incompetent performance of their responsibilities as Council members by contacting a Council officer. Officers of the Council may make similar charges on their own or on behalf of a member of the faculty, student body, or Council. The Chair or acting presiding officer shall appoint two investigators to investigate the charge, and a seven-member committee to hear the case. A majority of the hearing committee is required to find the member guilty and to impose discipline, including impeachment.