

## **University of Florida Internal Operating Memorandum**

No.: 08-23

Date: September 24, 2008

Subject: The Student Honor Code Chancellor and Vice Chancellors

Authority: Board of Governors Resolution dated January 7, 2003

Purpose: Student Honor Court. This Internal Operating Memorandum of the Board of Trustees is binding on the University and updates and makes more active the role of the Honor Court Chancellor and other Honor Court student leaders. The detailed proposal that was jointly developed by Student Government leadership and Student Affairs leadership is an attachment to the IOM.

### **I. Preliminary Statement**

The Board of Trustees of the University of Florida adopts this internal operating memorandum regarding the creation and roles of the Student Honor Code Chancellor and Vice Chancellors in the student conduct process.

### **II. Student Honor Code Chancellor and Vice Chancellors**

- (A) The Student Body Constitution establishes an elected Student Honor Code Chancellor to act as the primary student body guardian of the Student Honor Code, Regulations 6C1-4.040 and 6C1-4.041. The Chancellor will oversee and promote the honest and ethical behavior of students on which the Student Honor Code is based and will provide and promote education, training and awareness for the student body on Student Honor Code issues. The Chancellor has a major role in the student conduct process and provides an important resource for students, maintaining and stressing the importance of peer involvement in the educational process.
  
- (B) The Chancellor shall have the opportunity to (a) assist the Director of Student Conduct and Conflict Resolution or designee in selecting student and faculty members of student conduct committees and training student members, (b) educate students on the Student Honor Code and Student Conduct Code, (c) assist the Director or designee in reviewing allegations and formulating charges of Honor Code violations when particular cases arise, (d) recruit additional examination proctors, (e) review relevant provisions of prospective

student applications that reveal an honor code violation and interview such applicants to discuss the Student Honor Code, and (f) recommend Student Honor Code and Student Conduct Code process changes.

In collaboration with the Director of Student Conduct and Conflict Resolution, the Chancellor will identify and appoint, with concurrence by the Vice President for Student Affairs, 10 Vice Chancellors. The Chancellor and Vice Chancellors will provide advice to students and faculty regarding Student Honor Code and Student Conduct Code violations, serve as advocate advisors for students (provided that the same individual will not both serve as an advocate advisor and a member of the conduct committee on a single case), and aid faculty in implementing and promoting compliance with the Student Honor Code. A Vice Chancellor will be the chair of a conduct committee, to the extent a Vice Chancellor is available and in attendance.

- (C) Failure of the Chancellor or any Vice Chancellor to perform any of these functions or to take opportunities provided will not affect the validity or require delay of any conduct or admissions process or decision.

Attached is the proposal upon which this Internal Operating Memorandum is based which provides additional background and detail. Student Government and the Office of the Vice President for Student Affairs may jointly agree to develop and make changes to the detail as warranted over time.

History: New 9-24-2008.

## Attachment to Internal Operating Memorandum 08-23

### JOINT PROPOSAL OF STUDENT GOVERNMENT AND STUDENT AFFAIRS CONCERNING THE HONOR CODE CHANCELLOR AND VICE CHANCELLORS

#### Student Honor Code Chancellor

##### **Preface**

Student Government seeks to play a significant role in promoting and maintaining academic integrity at the University of Florida. The Student Honor Court as it currently stands is not utilized as a viable avenue of adjudication for academic honor code violations, as the court has heard only 22 cases since 2000. There are numerous reasons for the apparent lack of use such as its adversarial nature, uncertainty, timeliness, and transparency. This proposal aims to increase student advocacy for students who are charged with academic misconduct and enhance peer involvement in the Student Conduct Committee.

When creating this proposal the primary objectives were to create a system:

- That keeps in mind the educational objectives of the University of Florida
- Is non-adversarial in nature
- Allows for adequate peer involvement of those who are charged
- Fair representation of students and faculty
- Transparency in the selection process of members and hearing procedures
- Increase student advocacy in the overall resolution process
- Allows for a charged student to be reviewed by their peers and faculty.

The Student Honor Code Chancellor shall serve as the primary student guardian of the UF Student Honor Code. The Chancellor should strive to serve the student body as an overseer and promoter of the honest and ethical behavior for which the student honor code is based. The student elected for the position should remain free from conflicts of interest and bias and see their ultimate goal as upholding a fair and just conduct process that benefits both the student body and the university as a whole. The Student Honor Code Chancellor shall provide education and training to the student body on Student Honor Code issues.

In creating this position, the Chancellor plays a major role in the student judicial process and provides an important resource for students at the University of Florida. In essence, this proposal will expand judiciary branch of Student Government, which focuses to maintain and stress the importance of peer involvement in the educational process.

## **Role, duties, and scope of Honor Code Chancellor**

### Criteria:

- Chancellor should be at least a junior in classification.
- Elected by student body in spring Student Government election.
- Runs independent of any student government party or organization.
  - Independence rules are already in place in SG Constitution.

### Duties and Responsibilities:

1. Chancellor will oversee the ten (10) Vice-Chancellors.
2. The Chancellor will train Vice-Chancellors in collaboration with the Student Conduct and Conflict Resolution Director. These Vice-Chancellors will be able to provide advice to students accused of student honor and conduct code violations. This can be before a student signs a faculty/student resolution form and also in preparation and during a Student Conduct Committee hearing.
3. The Chancellor will assist in selecting and coordinating with the Student Conduct and Conflict Resolution Director student members and faculty members of the student conduct committee.
4. The Chancellor will also assist in reviewing honor code cases and working with Student Conduct and Conflict Resolution director to assign appropriate charges in these cases.
5. The Chancellor will oversee a Clerk, who will serve as an administrative assistant in coordinating scheduling with the Dean of Students Office.
6. The Chancellor and Vice-Chancellors will maintain regular office hours where they will be available to advise and answer questions from students and faculty as it relates to Student Honor Code and Student Conduct Code. During these office hours, the Chancellor and Vice-Chancellors will be available to give advice, explain various options of adjudication (Administrative Review, hearings, etc...), and explain the rights and responsibilities of both students and faculty members as it relates to the judicial process.
7. The Chancellors and Vice-Chancellors will be available for aiding professors in implementing and promoting the honor code as well as suggesting ways of enforcement.

8. The Student Honor Code Chancellor/ administrative designee will coordinate exam proctors. Having additional proctors available for professors to use will encourage more honesty and integrity during exams.
9. The Student Honor Code Chancellor will be responsible for coordinating an Honor Code Awareness Campaign prior to mid-terms and finals each semester. The Student Honor Code Chancellor will find ways to promote academic integrity and provide students with practical information and tips about avoiding allegations of Honor Code Violations (information sessions on proper referencing and citation of papers, clarifying with professors when group work versus individual work, etc.).
10. The Student Honor Code Chancellor will assist in the training of Student Conduct Committee members, particularly in discussing the various aspects of the honor code.
11. The Student Honor Code Chancellor will also help prepare faculty who have an honor code case in front of the Student Conduct Committee.
12. The Student Honor Code Chancellor will review the admissions applications of all prospective students with honor code violations and conduct pre-admissions meetings with these students where a discussion of the UF Honor Code and expectations will occur.
13. In addition, the Student Honor Code Chancellor will also implement any or all the five suggestions posed by Student Government regarding the Honor Court. (See attached list).
14. The ability to recommend code and process changes to the student honor and conduct codes as part of a close and ongoing working relationship with the Student Conduct and Conflict Resolution Director.

Composition:

- Elected Chancellor of Student Honor Code
- 10 Vice- Chancellors
  - Applicant Pool narrowed by the Chancellor, in conjunction with the Student Conduct and Conflict Resolution Director.
  - Preference will be given to applicants who are experienced with student honor and conduct code. Applicant must have completed three (3) semesters at the University of Florida.

- Chancellor and Student Conduct and Conflict Resolution Director will make final selections to the Vice President of Student Affairs or designee.
- Confirmed by 2/3 vote of Student Senate.
- Hold regularly scheduled office hours. (Some Vice Chancellors must be available to perform summer office hours.)
- Serve as hearing chairs.
  - Properly briefed on all charges, history, and implications facing the charged student prior to hearing.
  - Selected to chair particular hearings based on availability and scheduling rotation.
  - Should the identified Vice Chancellor not appear for a hearing, another committee member will be selected to chair the hearing.
- Serve as student advocate during office hours and aid student during the hearing provided that the same individual will not serve on the conduct committee and as a student advisor on the same case. Available to answer questions about process, procedure, and implications for both students and faculty.
- Detailed log of student and faculty visit will be kept to ensure that a Vice-Chancellor will not chair a hearing for which they have been previously exposed to through consultation.
- Student Conduct Committee
  - Members are selected from an applicant pool that is interviewed by the Chancellor, Vice-Chancellors/current committee members, and the Student Conduct and Conflict Resolution Director or their designee.
  - Members will be selected for participation in hearings based on first to respond availability.

### Checks & Balances

- Chancellor- Elected
- Impeachable by Student Senate
- Vice-Chancellor
  - Student Conduct and Conflict Resolution Director, and Chancellor will recommend to the Student Body President and Dean of Students names of potential candidates.
  - Final recommendations are sent to the Vice President for Student Affairs for final approval.
  - Confirmed by 2/3 vote of Student Senate.
  - Removed from office by Student Senate or motion brought to Student Senate by Chancellor. If necessary the Director will suspend the individual from hearing cases until the matter is resolved.

- Create a check for DSO to be able to censure or remove for inappropriate behavior.
- Eligibility of all members will follow requirements of the student leader eligibility regulation.

## Student Government Proposal for the Honor Court

### Honor Court:

Student Government wants to, ensure the Honor Court remains an entity that can help the University promote behavior that is honest and ethical. Therefore, if the hearing authority of the Honor Court is removed for academic dishonesty cases, there are several proposed roles the Court can assume. They all revolve around the idea that the Honor Court is still there to protect the Honor Code:

1. Provide assistance with Honor Code Questions: Every member of the Honor Court will have mandated office hours, and during that time an open-door policy will be in effect. During these office hours, students and faculty are encouraged to come and discuss honor code questions, and potential violations. If a student ever is curious if an action is in violation, these office hours will be in place to provide expert advice. Further, if professors ever need help with applying Honor Code provisions to their courses, we can assist.
2. Advise students in the Student Conduct Committee: While we do not hear cases, students are still being charged with honor code violations. Everyone on the Honor Court will be trained to assist students who are in trouble. If students want assistance, we will have expert Honor Court members ready and able to give them the advice they need.
3. Provide Professors with Proctors: Our hearing officers will be unused without hearings, but they consistently sign up for the position, so it would be remiss for us not to use them in a way that would benefit them. Using them to proctor exams would give them the experience they request, while providing a service to the professors, all the while promoting the Honor Code.
4. Conduct Honor Code Awareness Campaign: prior to mid-terms and finals each semester, members of the Honor Court would conduct campus-wide awareness campaigns to educate students about the Honor Code, promote academic integrity and provide students with practical information and tips about avoiding allegations of Honor Code Violations (information sessions on proper referencing and citation of papers, clarifying with professors when group work versus individual work, etc.).
5. Increase training activities: Law students join the honor court to practice litigation. It's the only activity that first years can join to get that practice. This year, we are going to run mock cases using Honor Code violations to ensure that everyone will be properly versed in procedures. Further, it will provide law students with the opportunity to practice what they originally wanted to. To achieve this goal, we will try to run a similar course of study

that the many trial practices do, and with assistance from those professors, we will ensure substantive growth in our litigation skills.

6. Hear case of malfeasance, misfeasance and nonfeasance of SG officials- The Court will hear all charges related to malfeasance, misfeasance, and nonfeasance that are brought against SG officials. This area is within the Honor Court's jurisdiction under Article V Section 4(b)(2) and (3) of the UF Constitution.