



EUROAMERICAN UNIVERSITY OF WASHINGTON

THE STUDENT HONOR CODE

I. Preamble

The basic presumption of the Honor Code is that all students should adhere to the ideals of professional responsibility in honorably conducting themselves while pursuing a EuroAmerican University of Washington education. The purpose of the Code is to enumerate specific guidelines to govern student conduct with respect to any academic matter. Nevertheless, the enumeration of these specific guidelines should not be construed as a denial of the existence of other duties and responsibilities equally imperative, though not explicitly mentioned.

II. Prohibited Conduct

It shall be a violation of the Honor Code to engage in any of the following:

A. To use resource materials or other assistance:

1. in an exam, other than those specifically authorized by the professor;
2. in research or other writing assignments, which are specifically prohibited by the professor;

B. To submit as one's work the work of another;

C. To make any material misrepresentation as to work toward satisfaction of the requirements for grade or credit in any activity for which credit is given;

D. To discuss during the examination period after one has taken an exam the contents of the exam:

1. with anyone who has not yet taken the exam;
2. with any other person in any place where a reasonable person should realize that the conversation would be heard by another student who has not yet taken the exam;

E. To give or to receive any aid during an examination;

F. In use of the University library:

1. to mark, mutilate, hide, or destroy library materials intentionally;
2. to remove materials from the library without proper authorization intentionally;
3. to otherwise deprive students intentionally and unfairly of the opportunity to use materials meant to be for the use of all students, such as unreasonable refusal to reshelve one's books, notes, or class materials;

G. To steal or deprive another student of his/her books, notes, or class materials;

H. To make any material misrepresentation on a resume;

I. To fail to make a prompt complaint as required by section IV(A) or knowingly filing a false complaint under that section;

J. To fail to adhere to the Honor Board's conflict of interest provisions, or to the confidentiality imposed upon all participants in the proceedings described below;

K. To engage in any conduct which intentionally affords an unfair advantage to any student in an examination, research or clinical assignment, or any other activity for which academic credit is given.

III. Composition of the Honor Board

A. The Honor Board shall be composed of eight persons, including the Chairperson. These eight persons shall be as follows:

1. one Chairperson elected at large from the entire student body, who shall be a nonvoting member of the Honor Board;
2. one person elected from each of the seven classes and divisions, for a total of three day students and four evening students.

B. All elections shall be held in the spring concurrently with the Student Executive Council (SEC) elections, except for the election of the first year members, who shall be elected in the fall, concurrently with the first year officers.

C. An Honor Board member shall disqualify himself/herself when an actual conflict of interest exists with the accused or known witnesses in a particular case, or when the reported violation occurred during a course of activity in which (s)he has an interest. The member shall promptly disclose any potential conflict of interest to the Honor Board, regardless of whether the member disqualifies himself/herself. The Honor Board may disqualify a member from a particular case upon the affirmative vote of five members.

D. Should any Honor Board member be disqualified or disqualify himself/herself from any case, or be unable to attend an Honor Board meeting, the respective SEC class president shall serve as an alternate Honor Board member, and shall serve as a voting member for the duration of the given case or meeting, respectively. If the Honor Board Chairperson is disqualified from a particular case or is unable to attend an Honor Board meeting, the SEC President shall serve as the Acting Chairperson for the duration of the given case or meeting. If an Honor Board hearing is held during the summer session, the SEC President shall make temporary appointments, from the SEC Executive Council, to fill the vacant incoming first year day and first year evening Board positions.

E. The Chairperson shall remove, in writing to the member and the SEC President, an Honor Board member who has two unexcused absences from meetings of the Board. The SEC Executive Council may remove, in writing to the member and the Honor Board Chairperson, the Honor Board Chairperson, member, or alternate upon a 2/3 majority vote, pursuant to the SEC Constitution and By-laws.

F. Should a permanent vacancy occur for whatever reason in the Honor Board, the respective SEC class president shall become a permanent voting member of the Honor Board for his or her class and division. Should a permanent vacancy occur for whatever reason in the office of Chairperson of the Honor Board, the SEC President shall appoint a permanent replacement from the SEC Executive Council.

G. A quorum shall consist of five voting Honor Board members for every meeting and the Chairperson and seven members for every hearing.

IV. Procedures

A. Complaint

1. Anyone who has reason to believe that an Honor Board violation has been committed shall promptly report it in writing to the Chairperson at chairperson@eauwedu.org
2. The written report should specify the date(s), time(s), place(s), person(s) involved, potential witnesses, as well as describing the incident(s), and shall be signed and dated by the complainant.
3. Upon receipt of the complaint, the Chairperson shall convene the Honor Board within ten class days. At the meeting the Board shall consider the report submitted by the complainant to determine whether the allegations set forth in the complaint constitute a possible violation within the scope of the Honor Code.
4. If at least five members of the Board decide that the complaint alleges a possible violation, the Board shall select a student to act as Presenter of Facts, who shall be given the scope of his/her investigation by the Board, in writing through the Chairperson, and who shall be directed to investigate the occurrence. The Presenter shall automatically have the authority to investigate any underlying conduct by students other than the accused for alleged violations of section II(I), unless otherwise directed by the Board.

5. The Board may choose any student, other than a member of the Board, to act as Presenter of Facts. However, in making the choice the Board shall consider the following factors:

- a. his/her ability to perform the duties of Presenter of Facts with discretion and without prejudice;
- b. whether personal relations with the accused or known witnesses would inhibit or unduly influence the performance of his/her duties; and
- c. whether the reported violation occurred during a course of activity in which (s)he has an interest.

B. Investigation

1. Within ten class days of his or her appointment, the Presenter of Facts shall contact all relevant witnesses, the accused, and any witnesses then proffered by the accused and shall prepare a written statement of each witness' account of the facts; (s)he shall ask each witness to sign and date the statement of his or her account.

2. When the Presenter of Facts contacts the accused or any other potential parties to the underlying conduct, (s)he shall inform the accused:

- a. of the specific charges and course of conduct alleged to constitute a violation of the Honor Code;
- b. that (s)he is entitled to be represented by counsel or other representative;
- c. that (s)he is under no obligation to admit or deny the charges or to make any other statement;
- d. that any statement (s)he makes may be used against him/her; and
- e. that (s)he may plead guilty at any time, in which case the Honor Board shall recommend sanctions as provided in section V.

However, during the investigation, the accused shall not have the right to be informed of the name of the complainant.

3. All other witnesses contacted by the Presenter of Facts shall be informed of the confidentiality requirement imposed by sections II(J) and IV(F)(1).

4. The Presenter of Facts may request, in writing to the Chairperson, to expand the investigation to cover activities reasonably related to the underlying allegation. An affirmative vote of five members of the Board is required to expand the investigation, in writing through the Chairperson. If the Board declines to expand the investigation, it may, in its discretion, appoint a separate Presenter of Facts pursuant to section IV(A)(3-4).

5. Upon completion of the investigation, the Presenter of Facts shall meet with the Chairperson, and present a detailed summary of the results of the investigation. The Chairperson shall then set a date for the hearing, to take place within ten class days of this meeting. At least six class days before the date of the hearing, the Chairperson shall notify the accused, in writing:

- a. of the date, time, and place of the hearing;
- b. of the specific charges and course of conduct alleged to constitute a violation of the Honor Code;
- c. that (s)he is entitled to be represented by counsel or other representative;
- d. that (s)he is under no obligation to admit or deny the charges or to make any other statement;
- e. that any statement (s)he makes may be used against him/her; and
- f. that (s)he may plead guilty at any time, in which case the Honor Board shall recommend sanctions as provided in section V.

The Chairperson shall also notify all other participants of the date, time, and place of the hearing.

6. Upon hearing the report of the Presenter of Facts, the Chairperson may, instead of setting a date for hearing, dismiss the charge. However, the matter shall be dismissed if, and only if, the Chairperson determines that the investigation has revealed that there is no reasonable basis in fact for the charge.

7. If the matter is to be dismissed, the Chairperson shall so notify the Assistant Dean for Student Affairs and the accused in writing.

C. Hearing

1. The hearing shall be presided over by the Chairperson, and shall be attended by the Honor Board members and any relevant witnesses. Except for these witnesses the hearing shall be closed to the public unless the accused requests a public hearing. A request for a public hearing, or for a separate trial in a case with more than (1) accused student, must be made in writing to the Chairperson at least forty-eight hours prior to the scheduled time of the hearing.

2. At the hearing it shall be the duty of the Presenter of Facts to present the witnesses to the alleged violation and to present as honestly and fairly as possible the facts of the case. The accused shall have the right to rebut any testimony presented, and to present his/her defense or proof of such mitigating circumstances as the accused shall deem necessary.

3. The hearing shall be conducted under the following rules of procedure:

a. The Board may admit and give probative effect to evidence, including hearsay, which possesses probative value commonly accepted by reasonable and prudent persons in the conduct of their affairs. It shall give effect to the rules of privilege recognized by law. It may exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

b. All evidence, including records and documents in the possession of the Board of which it desires to avail itself, shall be offered and made a part of the record in the case, and no other factual information or evidence shall be considered in the determination of the case. Documentary evidence may be received in the form of copies or excerpts, or by incorporation by reference.

c. Every party shall have the right on every genuine issue: (1) to call witnesses and present evidence; (2) to cross-examine every witness called by the Board or any other party; (3) to submit rebuttal evidence; and (4) to present summation and argument.

d. If at any time during the hearing, any witnesses or counsel for the parties exhibit disrespectful, abusive or hostile behavior or act in disregard of the dignity of the proceedings, the Chairperson, upon his or her discretion, may require any person except the accused to leave the proceedings.

4. At the conclusion of the hearing, the Board shall reach a verdict as to the guilt of the accused. A vote of at least five members shall be necessary to find the accused guilty. If the Board reaches a guilty verdict, it shall also vote to recommend sanctions pursuant to section V, reaching its recommendation by a majority vote. The Chairperson shall not vote for either verdict or for the sanctions to be recommended by the Board.

5. Within two class days of the conclusion of the hearing, the Honor Board shall announce to the accused, in writing, its verdict and the sanctions it will recommend.

D. Appeals

The accused shall have the right to appeal an adverse verdict by the Honor Board to the Administrative Committee within the time and in the manner provided by paragraph V.G. of the Student Disciplinary and Appeals Procedure. The Board's finding of guilt shall not be reversed unless it is found to be arbitrary, capricious, or lacking a substantial factual basis.

E. Complaints Against Graduating Students

If a complaint is pending against a student within the last two weeks prior to that student's expected date of graduation the following provisions shall apply:

1. The Chairperson shall immediately notify the Dean, in writing, that a complaint is pending against that student. As soon as there is a disposition by the Board, the Chairperson shall so notify the Dean. The Dean may not notify the Faculty Council of the pendency of a complaint unless the matter remains

unresolved at the time the Council meets to certify candidates for graduation or unless the matter is turned over to the Administrative Committee pursuant to section IV(E)(2)(b)(i).

2. The Chairperson shall immediately inform the accused in writing:

a. that the fact that a complaint is pending against him/her will prevent the accused from graduating unless the matter is resolved by the day prior to the date of graduation, and

b. that the accused may demand that the matter be resolved by the Board in accordance with the provisions in this Code or (s)he may instead request either that

i. the matter be turned over to the Administrative Committee for disposition pursuant to paragraph V.F. of the Student Disciplinary and Appeals Procedure; or

ii. the Chairperson suspend the time limits for all meetings, the investigation, and the hearing set forth in this Code in order to expedite the disposition of the matter.

A request under this provision must be made, in writing, with copies to both the Dean and the Chairperson of the Honor Board within two days of the date the accused is notified by the Chairperson of the pendency of the complaint.

3. The Dean or Administrative Committee may, for any reason, deny a request made pursuant to section IV(E)(2)(b)(i). The Chairperson of the Honor Board shall grant any request pursuant to section IV(E)(2)(b)(ii) unless it appears to the Chairperson that the matter could not be fairly resolved in the period remaining prior to the graduation date.

F. Miscellaneous Procedures

1. All proceedings conducted under this Code shall be closed to the public, except in the circumstances described in section IV(C)(1). No participant in these proceedings shall disclose anything which transpired therein, except if a public hearing under section IV(C)(1) is held.

2. The hearing, if any, shall be recorded on audiotape. All such tapes shall be destroyed at the conclusion of each case when all opportunity for appeal has been exhausted, provided that the accused shall have the right to make a transcript of said tapes prior to their destruction. No permanent records of the disposition of any case shall be kept, but this section shall not apply to reprimands or other official actions recorded by the EuroAmerican University of Washington or to findings of "guilty" transmitted by the Honor Board to the Assistant Dean for Student Affairs and/or the Administrative Committee.

3. At the discretion of the Chairperson, time limits for meetings, investigation, and hearing may be extended, in writing to Honor Board members.

4. In fulfilling its responsibilities, the Honor Board may seek the advice of counsel for the University.

V. Sanctions

A. If the accused is found or pleads guilty, the Honor Board may recommend any one or more of the following sanctions:

1. permanent expulsion from the EuroAmerican University of Washington (only if such decision was reached unanimously by the Honor Board);

2. suspension for a specified time;

3. reconsideration by the course professor of the grade or credit given or to be given to the violator of the Code;

4. official reprimand to be made a part of the student's permanent records;

5. reprimand not of record (this reprimand shows a lesser degree of culpability than an official reprimand; however it is still disclosed and placed in the student's official file.);

6. in cases of destruction of property, monetary restitution for damage done;

7. any other penalty which the Honor Board deems appropriate.

B. The Administrative Committee shall impose such sanctions for a violation of the Honor Code as it deems appropriate. In making this determination, the Administrative Committee shall give serious consideration to the recommendation of the Honor Board. The Administrative Committee shall report its sanction and final disposition of the case in writing to the Chairperson.

C. The sanctions imposed shall be commensurate with the nature of the violation. Failure to report a violation shall constitute grounds for official reprimand or other lesser penalty only.

VI. Miscellaneous

A. This Honor Code shall become effective when approved and duly adopted and implemented by the Student Executive Council, the Faculty Council, and by a referendum of the student body. The Code may be amended at any time by a vote of two-thirds majority of the SEC Executive Council and concurrence of the Faculty Council. All proposed and adopted amendments shall be communicated to the student body.

B. This Code shall be the exclusive procedure for handling violations of section II of the Honor Code at the EuroAmerican University of Washington. The foregoing shall not apply if a complaint is received after a student has graduated.

C. This Honor Code shall be publicized to the student body as often as is necessary to ensure student awareness of its provisions.

D. For purposes of interpreting this Honor Code, these terms are defined as follows:

1. Summer session—the first day following the last day of finals of the spring semester through the day before fall semester classes begin.

2. Alternate Honor Board members—any student in good standing at the EuroAmerican University of Washington, except incoming first year day and evening students, who is appointed as a alternate Honor Board member pursuant to section III(D).

3. Terms of Office—Terms of all Board members, except first year day and evening students, begin as of the first day of summer session (based on elections held during spring semester) and end on the last day of finals of the following spring semester. The term for first year day and evening Board members begins as of the date of election in the fall semester and ends on the last day of finals of the following spring semester.

Adopted 1976; amended 1984, 1989, 1990, 1999, 2024