

Dr. Anne Reber
Dean of Student Life

MEMORANDUM

DATE: November 18, 2020

TO: Dr. John Stallone
Speaker, Faculty Senate

FROM: Dr. Anne Reber
Chair, Rules and Regulations Committee

SUBJECT: Proposed Revisions to the Texas A&M Student Rules

Attached please find proposed revisions to the Texas A&M University Student Rules as approved by the Rules and Regulations Committee. These changes are for the following section:

Student Rule 20

Approved by the Student Rules and Regulations Committee on November 6, 2020.

Approved by the Faculty Senate on February 8, 2021

Approved by the President on February 24, 2021

The changes presented primarily address updating terminology used in the Aggie Honor System Office processes, deleting unused processes, replacing gender pronouns with neutral pronouns, changes to sentence structure, updating language to match current processes already in place. Also approved was a move from an in-person appeal process to a written appeal process for violations that resulted in sanctions lower than suspension or expulsion. This matches the written appeal process used by the Student Conduct Office and the Dean of Student Life.

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PROPOSAL

Please see attached rule for with tracked changes.

JUSTIFICATION

See the attached, which includes multiple sections that have been highlighted with track changes.

PROPOSED BY:

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Department: Aggie Honor System Office
Department Mail Stop: 1132
Date: October 20, 2020

Approved by the Student Rules and Regulations Committee on November 6, 2020.



Student Rule 20: Academic Misconduct

The processes, procedures, rules and definitions associated with Academic Misconduct may be found at the websites listed below. All questions associated with Academic Misconduct should be directed to the Aggie Honor System Office (AHSO) in Rudder Tower, Suite 607 or at the following telephone number: (979) 458-3378.

Aggie Honor System Office: <http://aggiehonor.tamu.edu>

Rules & Definitions: [Academic Misconduct](#)

Process and Procedures: [Reporting and Adjudication](#)

Appeals: [Appeals](#)

Rules and Procedures

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20.1.1.1 MISSION STATEMENT

It is the Mission of the Aggie Honor System Office to serve as a centralized organization established to educate students, faculty, and staff about the Aggie Code of Honor, respond to potential academic misconduct by Texas A&M students, respond to reported academic violations of the Aggie Code of Honor, and facilitate remediation efforts for students found responsible for violations of the Aggie Code of Honor.

20.1.1.2 ESSENTIAL FUNCTIONS OF THE AGGIE HONOR SYSTEM OFFICE

The Aggie Honor System Office (AHSO) shall administer the Texas A&M University Honor System.

The AHSO shall have the authority to modify the rules set forth in this document and create new ones as circumstances change. It shall create processes and operating procedures to implement the Honor System, communicate to the University Community, and enforce the rules described below.

The AHSO shall be the central office responsible for maintaining records and for coordinating communication, prevention, training, remediation, and adjudication efforts for the Texas A&M University Honor System.

Additionally, it shall provide assistance to members of the University Community when questions or concerns arise pertaining to academic misconduct.

Finally, it shall oversee the operations and functioning of the Honor Council, a body of students and faculty established to hear and adjudicate honor cases.

20.1.1.3 AS REFERENCED IN THE 2010-2011 FACULTY HANDBOOK

"...In September 2004, Texas A&M University launched the Aggie Honor System Office (AHSO), which works in collaboration with faculty and students to ensure that Texas A&M continues to uphold high standards for academic honesty. Faculty members are responsible for addressing matters of integrity with their classes and in their syllabi to let students know that integrity is important at A&M. If a faculty member suspects a case of dishonesty, he or she must report it to the AHSO. The faculty Member will usually have the option of handling the case, unless the

AHSO records show previous violations on the part of the student. In the case of the latter, the case will automatically be forwarded to the Honor Council for processing."

20.1.2 HONOR SYSTEM RULES

20.1.2.1 Introduction

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20.1.2.1 INTRODUCTION

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

Texas A&M University is dedicated to the discovery, development, communication and application of knowledge in a wide range of academic and professional fields and assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. Living in accordance with the Aggie Code of Honor is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student.

20.1.2.2 COMMUNITY RESPONSIBILITY

Academic integrity is an essential force in the academic life of a university. It enhances the quality of education and celebrates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Texas A&M University Community to actively promote academic integrity. Apathy or acquiescence in the presence of academic misconduct is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct.

As such, a primary responsibility assumed by Texas A&M students is to promote the ideals of the Aggie Code of Honor. Various methods of encouraging integrity exist, such as setting an example for new students, education through student organizations, and student-to-student moral suasion. Students have the responsibility to confront their peers engaging in

compromising situations, and if unsuccessful, to report the matter to the Aggie Honor System Office. Self-reporting is encouraged and may be considered a mitigating circumstance in the sanctioning phase of a particular case.

Instructors are expected to take proactive steps to promote academic integrity. **All syllabi shall contain a section that states the Aggie Honor Code and refers the student to the Aggie Honor System Rules and Procedures on the web.** Instructors should have an open discussion about academic integrity with students in their courses early in the semester. Instructors and staff share in the responsibility and authority to challenge and make known acts that violate the Aggie Code of Honor. Additionally, instructors are expected to adhere to the policy pertaining to the reporting and adjudication of violations of the Aggie Code of Honor. Initiating formal procedures is a necessary and obligatory component of this shared responsibility.

Collaboration and sharing information are characteristics of academic communities. These become violations when they involve misconduct or are used in ways that give a student an unfair advantage. Instructors shall make clear to students their expectations about collaboration and information sharing. Students should seek clarification when in doubt. While Texas A&M values and affirms all cultures, it is important to recognize that only one standard of academic integrity will be tolerated; this is the Aggie Code of Honor.

If the alleged misconduct meets the definition of "misconduct in research or scholarship" under System Regulation 15.99.03 - *Ethics in Research and Scholarship* and relates to federally funded research, either by an active federal research project or the use of data that was compiled in whole or in part with federal funds the procedures set out 15.99.03 and University Rule 15.99.03.M1 - *Responsible Conduct in Research and Scholarship* will apply.

20.1.2.3 DEFINITIONS OF ACADEMIC MISCONDUCT

Misconduct in research or scholarship includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor request it, is sufficient grounds to initiate an academic misconduct case.

Academic misconduct includes the commission of any of the following acts. This listing is not, however, exclusive of any other acts that may reasonably be called academic

misconduct. Clarification is provided for each definition by listing some prohibited behaviors.

20.1.2.3.1 CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance and has not been specifically approved in advance by the instructor.

Examples:

- a. During an examination, looking at another student's examination or using external aids (for example, books, notes, calculators, conversation with others, or electronic devices) unless specifically allowed in advance by the instructor.
- b. Having others conduct research or prepare work without advance authorization from the instructor.
- c. Acquiring answers for any assigned work or examination from any unauthorized source. This includes, but is not limited to, using the services of commercial term paper companies, purchasing answer sets to homework from tutoring companies, and obtaining information from students who have previously taken the examination.
- d. Collaborating with other students in the completion of assigned work, unless specifically authorized by the instructor teaching the course. It is safe to assume that all assignments are to be completed individually unless the instructor indicates otherwise; however, students who are unsure should seek clarification from their instructors.
- e. Other similar acts.

20.1.2.3.2 FABRICATION: Making up data or results, and recording or reporting them; submitting fabricated documents.

Examples:

- a. The intentional invention and unauthorized alteration of any information or citation in any academic exercise.
- b. Using "invented" information in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.

- c. Failing to acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
- d. Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.
- e. Providing a fabricated document to any University employee in order to obtain an excused absence or to satisfy a course requirement; altering an official document such as a transcript.
- f. Other similar acts.

20.1.2.3.3 FALSIFICATION: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

Examples:

- a. Changing the measurements in an experiment in a laboratory exercise so as to obtain results more closely conforming to theoretically expected values.
- b. Other similar acts.

20.1.2.3.4 MULTIPLE SUBMISSIONS: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

Examples:

- a. Submitting the same work for credit in more than one course without the instructor's permission.
- b. Making revisions in a paper or report (including oral presentations) that has been submitted in one class and submitting it for credit in another class without the instructor's permission.
- c. Representing group work done in one class as one's own work for the purpose of using it in another class.
- d. Other similar acts.

20.1.2.3.5 PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Examples:

- a. Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator).
- b. Failing to credit sources used in a work product in an attempt to pass off the work as one's own.
- c. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources. Students are permitted to use the services of a tutor (paid or unpaid), a professional editor, or the University Writing Center to assist them in completing assigned work, unless the instructor explicitly prohibits such assistance. If the student uses such services, the resulting product must be the original work of the student. Purchasing research reports, essays, lab reports, practice sets, or answers to assignments from any person or business are strictly prohibited. Sale of such materials is a violation of both these rules and State law.
- d. Failing to cite the World Wide Web, databases and other electronic resources if they are utilized in any way as resource material in an academic exercise.
- e. Other similar acts.

General information pertaining to plagiarism:

- a. Style Guides: Instructors are responsible for identifying any specific style/format requirement for the course. Examples include, but are not limited to, American Psychological Association (APA) style and Modern Languages Association (MLA) style.
- b. Direct Quotation: Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged in the text by citation or in a footnote or endnote.
- c. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment..." and then conclude with a footnote or endnote identifying the exact reference.

- d. Borrowed facts: Information gained in reading or research, which is not common knowledge, must be acknowledged.
- e. Common knowledge: Common knowledge includes generally known facts such as the names of leaders of prominent nations, basic scientific laws, etc., basic historical information (e.g., George Washington was the first President of the United States.) Common knowledge does not require citation.
- f. Works consulted: Materials that add only to a general understanding of a subject may be acknowledged in the bibliography, and need not be footnoted or end-noted. Writers should be certain that they have not used specific information from a general source in preparing their work unless it has been appropriately cited. Writers should not include books, papers, or any other type of source in a bibliography, "works cited" list, or a "works consulted" list unless those materials were actually used in the research. The practice of citing unused works is sometimes referred to as "padding."
- g. Footnotes, endnotes, and in-text citations: One footnote, endnote, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required.
- h. Graphics, design products, and visual aids: All graphics, design products, and visual aids from another creator used in academic assignments must reference the source of the material.

20.1.2.3.6 COMPLICITY: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic misconduct.

Examples:

- a. Knowingly allowing another to copy from one's paper during an examination or test.
- b. Distributing test questions or substantive information about the test without the instructor's permission.
- c. Collaborating on academic work knowing that the collaboration will not be reported.
- d. Taking an examination or test for another student.

- e. Signing another's name on an academic exercise or attendance sheet.
- f. Conspiring or agreeing with one or more persons to commit, or to attempt to commit, any act of scholastic misconduct.
- g. Other similar acts.

20.1.2.3.7 ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise. See Student Rule 22: <http://student-rules.tamu.edu/>

20.1.2.3.8 VIOLATION OF COLLEGE, PROGRAM, DEPARTMENTAL OR COURSE RULES: Students may not violate any announced college, program, departmental, or course rules that are in compliance with other student rules relating to academic matters.

20.1.2.3.9 UNIVERSITY RULES ON RESEARCH: Students involved in conducting research and/or scholarly activities at Texas A&M University must also adhere to standards set forth in University Rule 15.99.03.M1 - Responsible Conduct in Research and Scholarship.

20.1.2.4 SPECIAL NOTE ON GROUP PROJECTS

If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to clearly document who contributes what parts of the joint project and to know what group members are doing and how they are getting the material they provide.

20.1.2.5 OTHER TYPES OF CONDUCT CONCERNS

Student rule violations outside of the academic classroom environment are reported through Student Conflict Resolution Services at <http://studentlife.tamu.edu/scrs/ccironline>.

To report a behavioral concern on the part of a member of the student body, faculty, or staff, refer to the Tell Somebody Reporting process at <https://tellsomebody.tamu.edu/reportingform>.

To report instances of suspected waste, fraud, or a suspected ethics violation, use the Texas A&M University Systems Risk, Fraud, and Misconduct Hotline at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19681.

20.1.3 REPORTING AND ADJUDICATION

20.1.3.1 Reporting and Adjudication Options for Instructors

20.1.3.2 Reporting Options for Students

20.1.3.3 Reporting Formats

20.1.3.1 REPORTING AND ADJUDICATION OPTIONS FOR INSTRUCTORS

Instructors have two options for adjudication of [cases allegations](#):

With either option, the instructor shall complete a Violation Report Form and submit it to the AHSO, provide a copy to the student and the instructor's department head as soon as practicable, preferably within five (5) university business days of discovery of the alleged incident. If the AHSO determines that the student has a previous finding of academic misconduct on file, the process will immediately be transferred to the jurisdiction of the Honor Council.

1. They can refer the case to the Honor Council for further investigation and decision-making, or
2. They can adjudicate the case themselves, if it is a first offense, following the instructor procedures for adjudication specified by the AHSO.

20.1.3.2 REPORTING OPTIONS FOR STUDENTS

Students have two options when reporting an alleged violation. They may report alleged violations to either the AHSO or the instructor of the course in which the alleged violation occurred. Initiating formal procedures is a necessary and obligatory remedy when other methods are inappropriate or have failed (i.e. drawing attention to a suspected violation, moral suasion, etc.).

If a student is alleged to have violated the Honor Code but the class, department, and instructor cannot be identified, charges may be brought by any instructor or student who has knowledge of the violation.

False and malicious reporting of an incident shall be considered a violation of the Aggie Code of Honor, and shall be adjudicated by university processes.

20.1.3.3 REPORTING FORMATS

There are three reporting formats for honor code violations: general reporting, confidential reporting, and anonymous reporting. Each reporting format will initiate some action by the AHSO and can potentially lead to the initiation of a case. ~~Reports may be made through the Aggie Honor System Office's official online reporting system or in-person.~~ The preferred reporting method is electronic through the AHSO's online reporting system.

1. General Reporting

General reporting constitutes a submission of a report in which the reporting party is willing to fully identify him/herself to all involved in the case. This is the preferred reporting format and will ensure that all facts are obtainable.

2. Confidential Reporting

Confidential reporting constitutes a submission of a report in which the reporting party is willing to provide his/her name to the instructor and/or the AHSO, but wishes to have his/her name remain confidential through the proceedings of the case. Confidential reporting allows the instructor and/or the AHSO to contact the reporting party to gather further information when necessary.

3. Anonymous Reporting

Anonymous reporting constitutes a submission of a report in which the reporting party desires to remain anonymous. This report will be considered a tip and handled as such. The reporting party will not be identifiable and cannot be contacted for further information on the case. An anonymous tip is not sufficient ground to initiate a charge; however, the tip can initiate an investigation.

20.1.4 Sanctions

- 20.1.4.1 Separation from the University
- 20.1.4.2 Academic Sanctions
- 20.1.4.3 Educational Sanctions
- 20.1.4.4 Additional Consequences
- 20.1.4.5 The "F*" Grade Designation
- 20.1.4.6 Honor Violation Probation
- 20.1.4.7 Removal of the F* Grade and/or Honor Violation Probation

Instances of academic misconduct represent behavior that is of an especially serious nature. Sanctions assigned in instances of academic misconduct should convey the message that this behavior can serve as a destructive force within the academic community. However, a wide range of sanctions can be employed in order to strike an appropriate balance between sending a message of accountability and enhancing a student's moral and cognitive development. Sanctions in each subcategory below can be used in conjunction with sanctions from other subcategories. While this list is not designed to be exhaustive, it demonstrates the wide range of sanctions that can be utilized to respond to findings of responsibility for academic misconduct.

20.1.4.1 SEPARATION FROM THE UNIVERSITY

The **Honor Council** is empowered to assign any of the following sanctions:

- Expulsion from the university – as defined in University Student Rules, section 27
- Suspension from the university – as defined in University Student Rules, section 27

Instructors may not impose these sanctions. The case must be transferred to the Honor Council if the instructor wishes to recommend separation from the University.

20.1.4.2 ACADEMIC SANCTIONS

Both the **Honor Council** and the **instructor** may assign appropriate academic sanctions based upon the specifics of the incident.

1. First Offenses

The usual penalty for a violation shall be an "F*" in the course and "Honor Violation Probation" – as defined in sections E and F below. More severe penalties, including separation from the university as outlined immediately above, may be imposed by the Honor Council if the facts and circumstances, as determined by the Honor Council, warrant such penalties. Less severe penalties may be imposed if the circumstances warrant. Examples of lesser penalties include:

- a. A grade reduction for the course
- b. A zero on the assignment
- c. A requirement to participate in extra requirements for a course
- d. A requirement to attend the Academic Integrity Development Program (see section VI)
- e. Placement on Honor Violation Probation
- f. Some combination of these

2. Repeat Offenses

When an alleged violation is reported to the AHSO, and it is determined that the student has a previous violation on record, the case must be referred to the Honor Council for further adjudication. The usual penalty for a second offense is separation from the university. The Honor Council adjudicates all such cases and may impose less severe sanctions if the circumstances warrant, as determined by the Honor Council, warrant.

20.1.4.3 EDUCATIONAL SANCTIONS

Both the **Honor Council** and the **instructor** may assign appropriate educational sanctions. Examples of educational sanctions include a requirement to perform appropriate university or community service which directly relates to the violation committed. The provision will be clearly defined. Examples include, but are not limited to, completion of an Academic Integrity Development Program, writing workshops supplied by the university, reflections, or reports. Failure to complete such requirements within the time specified will result in the imposition of Honor Violation Probation until the requirements are completed.

20.1.4.4 ADDITIONAL CONSEQUENCES

There may also be specific impact for a student within their academic major based upon involvement in academic misconduct. Students are encouraged to discuss their involvement in an academic misconduct situation with their academic advisor.

No Upper Division student found responsible of academic misconduct may receive *Cum Laude*, *Magna Cum Laude*, or *Summa Cum Laude* honors at graduation. Upper Division status is defined as having earned 60 or more credit hours (including transfer hours and advanced placement credits) on the date of the violation. This sanction is automatic upon a finding of academic misconduct, and is imposed without regard to the severity of other sanctions imposed by either the instructor or the Honor Council.

20.1.4.5 THE "F*" GRADE DESIGNATION

A student who is assessed a grade of "F*" shall have it documented on their his/her transcript with the notation "FAILURE DUE TO ACADEMIC MISCONDUCT" or other similar language approved by the Director for the Aggie Honor System Office. It is recorded by the Office of the

Registrar immediately upon a finding of academic misconduct. The grade of F* is intended to denote that the student has been penalized for failing to uphold the values of academic integrity at Texas A&M University. It shall be treated in the same way as an F for the purposes of calculating the Grade Point Ratio and determination of academic standing. A student with an F* is automatically on Honor Violation Probation.

20.1.4.6 HONOR VIOLATION PROBATION

~~A student who is on Honor Violation Probation is subject to the following restrictions:~~

Honor Violation Probation can be assessed either by itself or in combination with any other penalty. Students on Honor Violation Probation may not be considered "In Good Standing" with the University. It takes effect immediately upon a finding of academic misconduct. Removal of the Honor Violation Probation is addressed in section IV G below.

A student who is on Honor Violation Probation is subject to the following restrictions:

- Ineligibility to hold an office in any student organization recognized by the university or to hold any elected or appointed position within the university.
- Ineligibility to represent the university to anyone outside the university community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
- Ineligibility to receive a university-administered scholarship or fellowship when the "Honor Violation Probation" is in place for longer than one semester. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of time on "Honor Violation Probation."
- Ineligibility to receive or order an Aggie Ring, to pre-register for classes, or to receive a diploma.
- Additional restrictions or conditions also may be imposed, depending on the timing, nature and severity of the misconduct. Examples are inability to receive an official transcript, inability to participate in Education Abroad programs, and/or inability to participate in commencement exercises.

20.1.4.7 REMOVAL OF THE F* GRADE AND /OR HONOR VIOLATION PROBATION

The student may file a written petition to the AHSO to have the grade of F* removed and permanently replaced with the grade of F. The decision to remove the grade of F* shall rest with the Director of the AHSO and is contingent upon the successful completion of the Academic Integrity Development Program (AIDP). The Director's decision is final.

Any student who receives an "F*" will not be allowed to remove the asterisk (*) from their degree plan until the successful completion the AIDP. Both Undergraduate and Graduate students are not allowed to remove an "F" from a degree program, regardless of whether it was imposed for cheating or academic failure. A student who wishes to re-take the course may do so

concurrently with the AIDP; but note that the two grades (the F earned for academic misconduct & the grade earned upon re-taking the course) will be averaged.

The student may file a written petition to the AHSO to have the Honor Violation Probation removed. The decision to remove the Honor Violation Probation shall rest with the Director of the AHSO and is contingent upon the successful completion of the Academic Integrity Development Program. The Director's Decision is final.

There is a one-year time limit to complete the Academic Integrity Development Program. The one-year limit shall be calculated from the time that the sanction was applied, and will be the longer of one year past the original sanction date or one year past the date that the appeal is exhausted or finalized. In unusual circumstances, the Director of the AHSO may grant an extension of time.

20.1.5 Appeals

- 20.1.5.1 Basis of Appeal
- 20.1.5.2 Format
- 20.1.5.3 Evaluation
- 20.1.5.4 Appeal of Sanctions Other than Separation from the University
- 20.1.5.5 Appeal of Separation from the University
- 20.1.5.6 Disciplinary Action Pending Appeal
- 20.1.5.7 Limits per Case
- 20.1.5.8 Honor Council Assistance

A student who is found responsible for a violation and assessed a sanction has five (5) university business days from the date of notification of the sanction to file an appeal with the Honor System Office.

Additional information about the Aggie Honor System Appeals may be found in section 20.2.4.4.

20.1.5.1 BASIS OF APPEAL

There are four bases of appeal:

- Substantial new evidence not available at the time of the original hearing: To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
- A violation of due process rights: To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present rebuttal of allegations.
- The sanction is not commensurate with the violation: To determine whether the sanction(s) imposed were appropriate for the violation of the Honor System Rules which the student was found to have committed.
- The finding of responsibility is inconsistent with the facts presented in the hearing: To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Honor System Rules occurred.

20.1.5.2 FORMAT

Appeals should be submitted through the Aggie Honor System Office website. In the event that additional documentation needs to be submitted or if the website is inaccessible for some reason, students must contact the AHSO for further guidance.

20.1.5.3 EVALUATION

An evaluation of the written appeal by the Director of the AHSO will determine whether a review of the appeal by the appropriate Appeal Body, as defined below, ~~n appeal hearing~~ is warranted. For an appeal to be considered valid, one or more basis of appeal must be cited and appropriately supported in the written appeal. The Director's decision is final.

20.1.5.4 APPEAL OF SANCTIONS OTHER THAN SEPARATION FROM THE UNIVERSITY

If the Director finds that there is adequate basis for an appeal, he/she/the Director will appoint a subcommittee group of three of the Honor Council Members to ~~hear review~~ the written appeal. Appeals not involving suspension or expulsion from the University will be a file review only. There will be no in-person appeal hearing for autonomous cases where only the sanction is being appealed.

The members of this Appeals Subcommittee group shall not have participated in any proceeding or investigation related to any appeal that they consider. Its decisions are final. A course grade assigned as the result of a sanction cannot be appealed through the grade dispute process described in Student Rules 48 or 59.

20.1.5.5 APPEAL OF SEPARATION FROM THE UNIVERSITY

A student who has been assessed a disciplinary sanction of expulsion, ~~dismissal~~, or suspension from the University by the Honor Council may file an appeal with the Director of the AHSO. If the Director finds that there is adequate basis for an appeal, the appeal will be reviewed by members of the Honor System Separation Appeals Panel, ~~he/she will forward the request to the chair of the Honor System Separation Appeals Panel.~~

The Honor System Separation Appeals Panel shall be made up of faculty, staff, and students appointed by the Provost or the Provost's her/his designee. Its members shall be independent of the Honor Council. Its decisions are final.

20.1.5.6 DISCIPLINARY ACTION PENDING APPEAL

Following the notification of intent to appeal and pending the appeal hearing, any disciplinary or educational actions/sanction taken by the instructor or Honor Council shall be stayed until the appeal process is complete unless the university has determined in a case involving suspension, dismissal, or expulsion that the continued presence on-campus of the charged student poses a

continuing danger to persons or property or an ongoing threat of disrupting the academic process.

20.1.5.7 LIMITS PER CASE

Students are limited to one appeal per case filed against them.

20.1.5.8 HONOR COUNCIL ASSISTANCE

The AHSO will provide assistance, to students who request it, in completing appeal documentation.

20.1.6 General Information

- 20.1.6.1 Maintaining of Records and Providing Assistance
- 20.1.6.2 Q-Drop and Withdrawal Policy
- 20.1.6.3 Deadlines
- 20.1.6.4 Syllabus Requirement

20.1.6.1 MAINTAINING OF RECORDS AND PROVIDING ASSISTANCE

The AHSO will be the central office maintaining records and providing assistance with [cases/allegations of academic misconduct by Texas A&M University students](#). Students and instructors may call the AHSO staff for clarification and assistance when reporting, or in the case of instructors, when adjudicating an alleged violation of the Honor Code.

20.1.6.2 Q-DROP AND WITHDRAWAL POLICY

Students who are accused of an Honor Code violation may not Q-drop or withdraw from the course in which the alleged behavior occurred. After a case is adjudicated and [if](#) the student is found not responsible, the student may be allowed to Q-drop or withdraw from the course. A class previously Q-dropped or a class from which the student has previously withdrawn may be reinstated in a student's record if a violation is found to have occurred after the student successfully Q-dropped or withdrew from the course.

20.1.6.3 DEADLINES

The Director of the Aggie Honor System Office has the option of extending deadlines for extenuating circumstances.

20.1.6.4 SYLLABUS REQUIREMENT

All syllabi shall contain a section that states the Aggie Honor Code and refers the student to the Honor Council Rules and Procedures on the web.

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