ARTICLE 4400  STUDENT CONDUCT, ACTIVITIES AND PROGRAMS

AR 4412  Honor Code/Honor Council

1. Mission Statement
Santa Monica College is committed to the academic, social, and ethical development of our students. We strive to create a learning environment that is challenging and supportive of the community at-large. We are committed to upholding fundamental values of honesty, trust, fairness, respect, responsibility, civility, and community. In recognition of this effort we hereby establish this Honor Code and Honor Council.

2. Principles
General principles guiding the Honor Code and Honor Council include the following:

   a. Honesty: means fairness and straightforwardness of conduct; implies a refusal to lie, steal, or deceive in any way.

   b. Integrity: implies that one is true to a trust; one adheres to a code of moral values.

   c. Social Responsibility: is demonstrated by adherence to policies of the institution, departments, labs, libraries and individual classes.

   d. Respect and Civility: implies that one will conduct oneself in a courteous and respectful manner in our communications and actions toward members of the campus community.

3. Student Honor Statement
As testament to their commitment and readiness to join the Santa Monica College academic community, all students are expected to uphold the Honor Code. At the time of admission students will certify the following statement:

   In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue.

At the direction of a faculty member or testing officer, students may be requested to affirm or re-affirm their commitment to the Honor Code as they participate in any given examination, paper submission, or any other academic exercise.

4. Honor Council Responsibilities and Membership
a. Membership

i. Honor Council membership is extended to up to 15 members of the college community who are committed to upholding the Mission and Principles of the Honor Code. The Honor Council Chair will be elected annually by a simple majority of the membership. The Chair will work closely with the Office of Student Judicial Affairs.

b. Responsibilities

The Honor Council has the following responsibilities and authority:

i. To advise and confer with faculty members, administrators, staff, and students on matters pertaining to academic integrity;

ii. To create and conduct educational programming designed to promote academic integrity;

iii. To establish operational procedures in consultation with the Joint Academic Senate Student Affairs Committee and the supervising administrator;

iv. To collect and disseminate statistics pertaining to Honor Code violations;

v. To issue an annual report to the Joint Academic Senate Student Affairs Committee and campus community on academic integrity standards, policies, and procedures, including recommendations for appropriate changes.

vi. Other responsibilities as agreed upon with the Joint Academic Senate Student Affairs Committee.

vii. To uphold students accused of violating the Honor Code rights to due process via the implementation of an Honor Council Hearing Board.

1. The Honor Code relies upon the definitions of academic dishonest behaviors stipulated in Administrative Regulation 4411—Code of Academic Conduct—Section 3.

viii. To appoint from its members three faculty and three students to an Honor Council Hearing Board to adjudicate cases of alleged violations of the Honor Code. The Hearing Board will be chaired by an academic administrator appointed by the Superintendent/President (or designee).
c. Honor Council Hearing Boards

i. A quorum for a Hearing Board will be established by two faculty and two students. The Chair may vote in the case of a tie. Members appointed to a hearing panel must notify the Honor Council Chair of potential conflicts of interest and are strongly encouraged to remove themselves from any such proceedings and deliberations. The Honor Council may remove any member on grounds of malfeasance, misfeasance or nonfeasance by two-thirds vote of the membership appointed.

ii. Given that this is an administrative, closed hearing and not open to the public, the student may bring legal counsel or other representatives, however, these individuals may not participate in the proceedings. Counsel participation will terminate the hearing. Students are required to notify the College of counsel/guest(s) presence to these proceedings within 48 hours of the scheduled hearing. Each party will have the right to present written statements, witnesses, if appropriate, and any other forms of evidence. Each party will have the right to question evidence and supportive documents.

iii. Any materials related to the hearing, including electronic recordings of the proceedings, may not be released to the student requesting the appeal or to any other individual or group. In accordance with the Family Education Rights and Privacy Act (FERPA) the student may submit a written request to the Dean of Student Judicial Affairs or designee to inspect and review these materials. The request must be made no less than one week in advance.

iv. The Hearing Board is empowered with the authority to:
   1. Affirm or deny the alleged violation.
   2. Where appropriate, educate the student and/or faculty on issues related to academic integrity. The Hearing Board may recommend sanctions commensurate with the violations, including, but not limited to: failure in assignment, test, course; reprimand, suspension, expulsion, and/or transcript notation denoting Honor Code violation. The Hearing Board may also reverse instructor-imposed sanctions in the absence of substantive evidence of alleged academic violation. Substantive evidence may include or consist of instructor’s account of academic violation.
   3. Consider requests for the removal of transcript notations associated with Honor Code violations.
5. Appeal of Honor Council Hearing Board Recommendation

a. Within two (2) business days after receiving the written decision of the Honor Council Hearing Board, the student or faculty member may request a review of the decision to the Superintendent/President. A copy of said request shall be sent to the Honor Council Chair and the College Disciplinarian. The request will state in writing the grounds for review and will be based upon one or more of the following provisions:

   i. The required procedures were not followed;

   ii. There is insufficient evidence to support the Honor Council Hearing Board’s decision;

   iii. The penalty imposed is inappropriate.

b. Superintendent/President Review

   i. Within thirty (30) business days of receipt of the request for review, the Superintendent/President will: (1) review the decision of the Honor Council Hearing Board and the basis upon which it was made. The Superintendent/President has the sole authority to:

      1. Adopt the recommended disciplinary action;

      2. Modify or reduce the discipline recommended; or

      3. Reverse the discipline recommended.

   ii. The decision of the Superintendent/President will be communicated to the student in writing, and a copy sent to the Honor Council Chair and College Disciplinarian. Said decision of the Superintendent/President is final.

Adopted: 10/17/2006