



GRADUATE ACADEMIC CODE OF HONOR

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1. INTRODUCTION

The Mendoza College of Business provides an environment of teaching and learning that fosters the development of its students with those disciplined habits of mind, body, and spirit, which characterize and educate skilled and free human beings (from the Mission Statement of the University of Notre Dame). Part of the mission of the College is also to nurture in each student a sense of moral responsibility. In turn, the Graduate Academic Code of Honor (hereinafter referred to as the Honor Code) represents a valuable educational tool for guiding both faculty and students in their efforts to create a sense of community and for expressing the values that are at the core of a Catholic university. As members of an academic and spiritual community, we work together to answer difficult questions, often collaborating to answer these questions, to solve problems, and to communicate effectively the knowledge we acquire through inquiry. This document calls attention to the responsibilities we have in being faithful in our attempts to represent the views of others, and it helps us to understand the responsibilities we have toward one another, students and faculty alike, as we try to uphold the moral standards of our community.

This Honor Code applies to all students in the following graduate programs: MBA, MSBA, MNA, EMNA, MSA, MSM, MSBA-Chicago, MSF-Chicago, and EMBA (South Bend and Chicago).

2. PLEDGE TO ABIDE BY THE HONOR CODE

The Mendoza College of Business graduate business students, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenge posed by the world, agree to accept the responsibilities for honorable conduct in all academic activities, to assist one another in maintaining and promoting personal integrity, and to abide by the principles and procedures in this Honor Code.

3. THE MENDOZA COLLEGE OF BUSINESS GRADUATE COMMITTEE ON THE HONOR CODE

The Mendoza College of Business Graduate Committee on the Honor Code is responsible for assisting in the education of the Notre Dame community about the Honor Code, proposing revisions, and generally promoting high standards of moral integrity in academics.

3.1 Membership

The membership of the Mendoza College of Business Graduate Committee on the Academic Code of Honor (hereinafter referred to as the Graduate Honor Committee) consists of two student members from each of the College's graduate programs, who are appointed by the directors of the respective programs, a faculty representative appointed by the Mendoza College of Business Associate Dean for Graduate Business Programs, and the Mendoza College of Business Associate Dean for Graduate Business Programs (hereinafter referred to as the Associate Dean), who serves as Chair of the Graduate Honor Committee.

- a. The Graduate Honor Committee will be formed on an Ad Hoc basis by the Associate Dean.
- b. The total number of committee members, then, is 16 with the majority being the students.
- c. The Office of the Associate Dean maintains the membership roster of the Graduate Honor Committee.

3.2 Responsibilities

The responsibilities of the Graduate Honor Committee are the following:

- a. Periodically review, and as appropriate, revise the Honor Code.
- b. Each member of the committee may be approached for consultation or advice about the Honor Code by any graduate student, staff, or faculty member in the Mendoza College of Business.
- c. The Graduate Honor Committee may undertake any other initiatives it deems useful to promote knowledge of and adherence to the Honor Code.

4. STUDENT RESPONSIBILITIES UNDER THE HONOR CODE

It is the responsibility of the community of students to strive to assure honorable behavior in academic work.

4.1 Education

- a. A student has the responsibility to become familiar with the Honor Code and appreciate the reasoning behind it, such as the emphasis placed on a moral as well as an academic education, personal integrity, and community responsibility.
- b. As a precondition for admission to the University, students must sign a pledge to the community to uphold the Honor Code in all academic affairs at the University of Notre Dame.
- c. Students should familiarize themselves with the directives given by the instructor in each class concerning what is and is not permitted, especially in matters of group projects, and the attribution of research to sources (e.g. footnoting), including the Internet.

4.2 Personal Academic Behavior

The pledge to uphold the Honor Code includes an understanding that a student's submitted work (examinations, draft copies, papers, homework assignments, etc.) must be his or her own. The following serves as a guide for helping students think about what faculty expect.

- a. All work submitted for credit, including exams, is accepted as a student's own work, unless otherwise understood and approved by the instructor.
- b. Students may not, without proper citation and approval of the instructor, submit work that has been copied, wholly or partially, from another student's paper, notebook, or exam. Nor may students without proper citation submit work which has been copied, wholly or partially, from a book, article, newspaper, the Internet, or any other written or printed or media source whether or not the material in question is copyrighted.
- c. Written work that paraphrases any written or printed media material without acknowledgment may not be submitted. Ideas from books and essays may be incorporated in student's work as starting points, governing issues, illustrations, and the like, but in each case the source must be cited.

- d. Any online materials students use to gather information for a paper are also governed by rules about plagiarism, so students need to cite electronic sources as well as printed and other sources.
- e. A student may not turn in the same work for two or more different classes/courses he or she is taking in an academic term unless each professor involved has authorized students to do so in advance.
- f. Students may not submit the same work that has been used to fulfill the requirements of another course previously taken at this or any other school without obtaining permission of the current professor in advance.
- g. Students must be aware that Honor Code violations are not limited to the actions prohibited in the guidelines above. Any kind of dishonesty related to academics is a violation. Other examples of academic dishonesty, apart from giving or receiving unauthorized aid as described by the instructor in each course, include but are not limited to listing false reasons for taking a make-up examination, falsifying data, and failing to take responsible action as required in section 4.4 below.

4.3 Working with Other Students

Working on material with other students is of great pedagogical value, and the Honor Code should not be construed as discouraging such work. Unless such consultation is forbidden by an instructor, students may work with other students on assignments and present ideas and even written work to their peers for comment and criticism. Each student, however, should be guided by the following:

- a. If an instructor explicitly permits or forbids certain sorts of work with other students, such work is permissible or forbidden as the instructor indicates. An instructor's explicit guidelines take precedence in determining whether certain actions are permissible.
- b. It is a presupposition that ideas and expressions in a submitted paper or report originate from the writer unless otherwise indicated. Consequently, if ideas or expressions in written work originate from another, whether the person is an author or fellow student, that source should be cited in an endnote or footnote. If an idea or form of words arises from the common effort of two or more students in conversation, this fact should be cited.

- c. If a student is unclear about whether certain forms of consultation or common work are acceptable or what the standards for citation are, the student is responsible for consulting his or her instructor.

4.4 Responsible Actions

Each student, as an integral member of the academic community, must make the ethical and moral commitment not to act dishonestly and not to tolerate academic dishonesty on the part of other students or faculty. If aware of a likely Honor Code violation, a student must take responsible action.

- a. If the conduct involves a personal violation of the Honor Code, the student shall report himself or herself to the instructor of the course or to the Associate Dean.
- b. If a student witnesses a violation of the Honor Code or otherwise has reason to believe that a violation has occurred, the student may use discretion to choose among several possible courses of action. These possible actions include:
 - i. Talking with anyone suspected of violating the Honor Code and urging the person to report himself or herself to the instructor of the course or to submit a written report to the Associate Dean. If an observed act merits action under the Honor Code and the suspected student does not take what is believed to be the appropriate steps, then, as a further obligation, the student suspecting a violation must initiate formal procedures by speaking to the instructor of the course or by submitting a written report to the Associate Dean discussing the observed action(s) with the instructor of the course, not naming those involved, to obtain guidance and determine if, in fact, an observed act merits action under the Honor Code.
 - ii. Reporting detection of possible dishonesty directly to the instructor of the course.
 - iii. Submitting a written report regarding possible dishonesty to the Associate Dean. If the student reporting a suspected violation of another wishes to remain anonymous to the student under suspicion, the request will be honored, if at all feasible, during the initial inquiry prior to a hearing. If these procedures result in a hearing, the student reporting the suspected violation necessarily becomes known to the student under suspicion.

4.5 Participation on Honesty Committees

Students also participate in investigating and determining responsibility in Honor Code cases by serving on Honesty Committees. The director of an individual graduate program or the Associate Dean requests these students to serve in these positions.

5. FACULTY AND TEACHING ASSISTANT RESPONSIBILITIES UNDER THE HONOR CODE

5.1 Education of Faculty

- a. All members of the University faculty who teach in the Mendoza College of Business Graduate Programs are required to become aware of the policies and procedures as outlined under the Honor Code.
- b. The Associate Dean is responsible for developing a procedure to introduce new faculty to the Honor Code. The orientation procedures should, when possible, be done prior to faculty activities in the classroom. The faculty member in charge of a particular course is responsible for educating and establishing guidelines for the teaching assistants in a course.

5.2 Communicating Standards to Students

- a. Faculty are expected to explain the conditions under which students are to share their work, for example, outlines that can form the basis of an exam or paper, take-home exams, lab reports, and in-class examinations. Faculty should also offer guidelines when asking students to work in teams or groups, for example when inviting students to collaborate on problem sets or to develop simulations either inside or outside of class.
- b. Faculty are encouraged to distribute a handout with information about what constitutes plagiarism when assigning writing in their courses, keeping in mind that the goal is to teach students how to use and document sources appropriately. Learning to do so is part of a lifelong ongoing process.

- c. In the event that students have not learned the conventions of documentation in early drafts of their work, faculty are encouraged to give students the opportunity to revise their work until any plagiarized material is eliminated.
- d. Faculty are encouraged to take note of the principles articulated in section 4 above, to reinforce these principles in their discussions of the Honor Code with students, and to explain how these principles apply to the work in their class.

5.3 Academic Environment

- a. Each faculty member will strive to establish an environment in order to evaluate students in a fair and reasonable manner. The purpose of the Honor Code is not to test the student's ability to perform in a highly competitive and stressful environment, but to help them develop habits of moral character.
- b. Both students and faculty share in responsibility for maintaining the above in a fair and reasonable learning environment. Faculty members may be present in classrooms during examinations, fostering an environment which does not create opportunities for dishonest action.

5.4 Responsible Actions

- a. Anyone with the responsibility to teach or assist in a course will not tolerate dishonesty.
- b. Faculty are expected to follow standard procedures in cases where they believe a violation of the Honor Code has occurred. Students have the right to a fair and complete inquiry into any such alleged violation.
- c. If aware of a situation in which dishonest behavior may have occurred, faculty must discuss the situation with the student(s) suspected of violating the Honor Code and take one of the following actions:
 - i. If this discussion results in the decision that the initial suspicion was unjustified, no additional action need be taken.
 - ii. If there is still a reason to suspect dishonesty, regardless of the intent or severity, either the student(s) involved or the faculty member or teaching assistant must report the situation in writing to the Associate Dean.

- iii. If the student admits to having violated the Honor Code, and if that student and the instructor can agree on an appropriate punishment, the instructor will complete an Honor Code Violation Report. The Office of the Associate Dean will provide blank copies of the Honor Code Violation Report.
- Both the instructor and student are required to sign the Honor Code Violation Report. The Associate Dean will review the Report to ensure that the agreed upon penalty is appropriate and consistent with those assessed in similar cases. Only if there is clear and compelling evidence of unfairness will the Associate Dean nullify the Honor Code Violation Report and require the case to be heard by the relevant Honesty Committee.
 - If within seven calendar days after signing the report, the student chooses to revoke the agreement for any reason, he or she must do so in writing to inform the Associate Dean. The case will then be heard by the relevant Honesty Committee. After seven calendar days, the agreement becomes irrevocable.
 - If a student denies having violated the Honor Code, or if the instructor and student cannot agree on an appropriate penalty, or if either the student or the instructor declines to sign an Honor Code Violation Report, the instructor must report the suspected offense in writing to Associate Dean. Upon receiving a written report concerning a possible violation of the Honor Code, the Associate Dean will initiate a preliminary investigation.

6. HONESTY COMMITTEE

The mission of the Honesty Committees is to review and evaluate Honor Code allegations, seek out evidence, render a decision, and assign penalties as appropriate.

6.1 Composition of Honesty Committee

Each graduate program within the College will establish an Ad Hoc Honesty Committee when directed by the Associate Dean. The director of the graduate program will appoint one faculty

member from the program as Chair of the Honesty Committee, a second faculty member from the program to serve on the Committee, and normally three students from the graduate program to serve on the Committee. To bring greater continuity and consistency to Honesty Committee deliberations and decisions over the years, it is recommended that one or more student members of the Committee each year not be in their final year of studies at Notre Dame. A director of a graduate program may, with the approval of the Associate Dean who chairs the Graduate Honor Committee, compose the Honesty Committee in a manner other than that described above, provided that it is chaired by a faculty member of the graduate program, and the majority of its members are students.

6.2 Publication of Honesty Committee Membership

The director of the graduate program bears the responsibility for publicizing the names of committee members in an appropriate fashion, for example, by posting them in the program offices or on the program's web site. The director also notifies the Associate Dean of the committee's membership.

6.3 Role of Faculty Representatives of the Graduate Honor Committee

The role of the Faculty Representative on the Graduate Honor Committee is to assist the Honesty Committee in their work. Consequently, the Faculty Representative may sit in as a non-voting observer on any Honesty Committee hearings in the college that she or he wishes. Moreover, in any case in which the chair of the Honesty Committee deems it helpful, he or she may ask the Faculty Representative to sit in to provide counsel or assistance.

7. PROCEDURES FOR RESPONDING TO AN ALLEGED VIOLATION OF THE HONOR CODE

7.1 Preliminary Inquiry into Whether a Hearing is Warranted

- a. Upon receiving the written allegation of a violation of the Honor Code from a faculty member or reporting student(s), the Associate Dean appoints faculty member (who may be him or herself) to make a preliminary inquiry into whether a hearing is needed.
 - i. The first stage in the preliminary inquiry might include, for example, an interview of the person submitting the report and any other identified witnesses and/or a review of any documents submitted in support of the allegation.
 - ii. Before a hearing can be held, the faculty member assigned to conduct the preliminary inquiry must inform the student that a report of a suspected violation of the Honor Code has been filed. At this point, the student should be provided with sufficient information to understand the nature of the report. This information generally will not include the name of the reporting party if that party is a student. The student will also be asked if he or she has any information that might help in determining whether or not a hearing is warranted.
- b. The faculty member assigned to investigate the report has the authority to decide whether there is sufficient evidence to warrant an Honesty Committee hearing. After reviewing the case the faculty member has two options:
 - i. He or she may decide that there is not sufficient evidence to warrant a hearing. If this is the decision, he or she shall so notify the student suspected of a violation, the instructor, the reporting student(s) (if any), the Associate Dean, and shall destroy all records related to the case.
 - ii. The faculty member may decide that a hearing is warranted. The faculty member will notify the Associate Dean, who will form an Academic Honesty Committee. The faculty member will then write a letter to the student(s) suspected of the violation. The letter shall describe the possible violation, state the known evidence (including witnesses and documents involved, if any), and state the time and place of the hearing. The letter shall also inform the student(s) under suspicion that he or she can bring to the hearing members of the College community for support and/or to serve as witnesses.
- c. Honesty Committees ordinarily do not meet during the final examination period. However, if the student suspected of a violation is a graduating student during his or her final semester, the Honesty Committee must make every reasonable effort to meet prior to graduation.

7.2 Recusal of an Honesty Committee Member

- a. If a suspected Honor Code violation is brought before an Honesty Committee, and a member of the committee is involved as one bringing the suspicion forward, or as one suspected of a violation, or as a witness, that person must recuse him or herself from the committee for that case. If any member of the Honesty Committee has a relationship with someone involved in the case which may compromise his or her objectivity, he or she shall recuse him or herself.
- b. In the event of a recusal, it is the responsibility of the chair to ensure that the committee is appropriately constituted to give a fair hearing, and that it meets the conditions that the committee is chaired by a faculty member and the majority of its members are students. (See 6.1 and 6.2.) The chair may appoint new members to the committee to consider the case in question.
- c. If it is the chair who recuses him or herself, the second faculty member on the committee has the responsibility of ensuring that the committee is appropriately constituted and, if necessary, appointing new members. That faculty member will then chair the Honesty Committee proceedings.

7.3 Honesty Committee Hearing Procedures

A hearing regarding a violation of the Honor Code is intended to give the student(s) suspected of a violation an opportunity to be heard.

- a. Except for the required notifications, as set forth throughout this policy, all Honesty Committee proceedings are to be strictly confidential and information regarding such proceedings is to be disclosed only as set forth in this policy on a legitimate need-to-know basis, and as required by law. If a parent or guardian of the student under suspicion inquires about the suspected violation, the chair of the Honesty Committee may describe the general nature of the suspected violation and the procedures defined in the Honor Code. However, the chair should not engage in a detailed discussion of the evidence and should never reveal the names of parties who reported the suspected violation or who are possible witnesses.
- b. In the event of a hearing the student reporting a violation of the Honor Code must attend and participate in the proceedings.

- c. Before the hearing, committee members should not discuss the allegation or the evidence with the student suspected of the violation.
- d. If a student has questions about the Honor Code and the procedures of the hearing, he or she should contact the Associate Dean, Program Director, or College Representative to the University Honor Code Committee. None of the above should discuss the evidence against the student under suspicion nor make any recommendation about how the student should respond to the suspicion of a violation, but should only discuss the procedures and principles of the Honor Code.
- e. Minutes of the hearing are to be kept by one of the committee members and signed by each committee member. The hearings are administrative and concern internal College affairs; accordingly, the hearings are informal and are not subject to formal rules of civil procedure or evidence. The hearings are not open to the public, nor does the student under suspicion (or any other individual involved) have the right to legal counsel at the hearing.
- f. The student under suspicion may bring members of the University community (e.g., fellow student, faculty member, etc.) to the hearing if he or she so desires for support and/or to serve as witnesses.
- g. The chair of the Honesty Committee should open the hearing by briefly presenting the allegations. Next, the instructor of the course and/or any other individual(s) reporting the allegations are to present their evidence of the alleged violation. The student suspected of a violation may question the instructor or other witnesses concerning the evidence, as may the Committee members. This student may then present his or her own witnesses, including his or her own testimony, and any other evidence relevant to the alleged violation. The Committee members may then question the student under suspicion and any of the other witnesses who are present.
- h. At the end of this process, the instructor and all other witnesses are excused. At this point the student has the opportunity to respond further to the charges if he or she desires by making a statement to the Committee members. The student is then asked to leave, and the Committee members deliberate.
- i. After deliberation, the Committee decides, by a majority vote, whether the evidence supports a finding that the student under suspicion violated the Honor Code or whether the evidence does not support such finding, in which case the charges are dismissed.

- j. If it is found that the evidence does not support a finding that a violation has occurred, the chair of the Committee notifies the student and the instructor in writing of this decision. This notification should, if possible, be sent within one week of the hearing.
- k. In a case in which it is found that the evidence does not support a finding that a violation has occurred, the chair of the Honesty Committee sends all records of the case to the Associate Dean. The chair comments, either orally or in writing, on any problematic feature of the case, or any feature which merits the attention of the Honor Committee. Upon receiving these records and the chair's comments, the Associate Dean writes a brief case report which excludes the names of any student suspected of a violation or involved in any way as a witness in the case and conceals their identity as far as possible. The purpose of this case report is to assist the Honor Committee in its efforts to improve the Honor Code and its implementation, and it should include information such as the general nature of the suspected offense, the vote of the Committee, the reasons for the Committee's finding that evidence does not support the conclusion that a violation has occurred, and any other features which merit the attention of the Honor Committee. All other records related to the case are to be destroyed.

7.4 Assignment of Penalties

If a student is found to have violated the Honor Code, the Honesty Committee must decide on the penalty. These judgments are left to the discretion of the Honesty Committee, and this code does not attempt to offer an algorithm for deciding these questions. However, the Committee should be guided by the following broad distinction between offenses and penalties.

- a. A minor offense is a less serious violation which normally carries the penalty of zero credit for the work with respect to which the violation occurred. Such an offense has some of the following characteristics: the dishonesty involved a more limited portion of the work submitted; it would not have considerably increased the student's grade in the course; and the student did not engage in extensive premeditation and planning prior to the act.
- b. A major offense is a more serious violation which normally carries the penalty of an "F" in the course. Such an offense is one which has some of the following characteristics: the dishonesty involved a substantial portion of the work submitted; it would have considerably

increased the student's grade in the course; and there is evidence of fairly extensive premeditation and planning prior to the act.

- c. The Committee may decide the offense was flagrant, which is a violation of an unusually grave nature, and in this case it may recommend suspension or dismissal of the student. A flagrant offense would be one which has all the characteristics of a major violation listed above (7.4.b), plus further features which makes the offense grave. For example, the student may have convinced a substantial number of classmates to participate in serious acts of dishonesty and led them in this endeavor; or the Committee may discover that the student engaged in several serious acts of dishonesty in the course in question, or serious acts of dishonesty in a number of courses.
- d. The Honesty Committee, when it assigns a penalty, may also consider as a mitigating factor the degree to which the student was honest and forthcoming regarding the violation, or any other evidence of sincere contrition. The Honesty Committee should take into account penalties invoked in previous cases of a similar nature, and may find it helpful to consult the Associate Dean for this information.

7.5 Notification of the Decision and the Appeal Process for Major or Minor Offenses

- a. If the Honesty Committee decides a student is guilty of a major or minor offense and assigns a penalty, the chair of the Honesty Committee notifies the student in writing of the Committee's decision and of the penalty. The letter will explain the appeal process and make clear that a second violation of the Honor Code will normally result in suspension or dismissal from the University.
- b. The student has the right to appeal the decision and/or the penalty to the Associate Dean. Grounds for appeal are limited to: evidence discovered after the Honesty Committee hearing which is relevant to the judgment that a violation has occurred or to the evaluation of its gravity; the presence of a procedural defect in the preliminary investigation or Honesty Committee hearing; or evidence of personal bias on the part of members of the Honesty Committee that likely influenced the committee's decision that a violation has occurred or its assignment of a penalty.

- c. A student wishing to appeal must do so no later than seven days from the date notification of the decision and penalty was sent by the Committee. This deadline may be extended only by the Associate Dean at his or her sole discretion.
- d. If the student does not appeal within the time specified herein, and has not been granted an extension by the Associate Dean, the Committee's chair then notifies the instructor of the course that the Honesty Committee has determined to be appropriate. The chair then sends to the Associate Dean all documents relevant to the case.
- e. To initiate an appeal, the student must provide a detailed written statement of the reasons for the appeal to the Associate Dean and to the chair of the Honesty Committee. Upon receipt of such notice, the chair sends all documents concerning the case to the Associate Dean.
- f. The student has the right to appear before the Associate Dean to discuss his or her appeal.
- g. It is up to the Associate Dean's discretion alone whether to allow witnesses or other parties to attend this appeal meeting, and whether to undertake any further inquiries to decide the appeal. The Associate Dean should not conduct a new hearing on the original allegation, but should undertake only those inquiries he or she deems necessary to decide among the options below. However, before taking any of the options below, the Associate Dean is required to speak with the chair of the Honesty Committee to understand fully the Committee's reasons for its original decision and to discuss the Associate Dean's reasons for considering a change in that decision.
- h. The Associate Dean deciding the appeal has five options:
 - i. The Associate Dean may overrule the finding of the Honesty Committee that a violation occurred and may dismiss the charge against the student in its entirety. In this case, the charges are dismissed and the Associate Dean shall notify the student, the instructor, and the chair of the Honesty Committee of his or her decision and rationale. The Associate Dean then writes a report and comments upon any features of the case which may merit the attention of the Honor Committee.
 - ii. The Associate Dean, either because of new evidence or procedural defect, may remand the case to the original Honesty Committee for a new hearing or other follow-up. In such case, the Associate Dean shall notify the student of his or her decision and inform the student of the next step to be taken by the Honesty Committee on remand.

- iii. If the Associate Dean decides that there is evidence that personal bias may have affected the original Committee's decision, he or she may constitute a new Honesty Committee to consider the alleged violation. In this case, the Associate Dean or chair notifies the student and the chair of the original Honesty Committee. The Associate Dean may constitute the new Honesty Committee in any way which she or he deems appropriate, provided that it includes both faculty and student representation. The hearing of the new Honesty Committee proceeds as described above in 7.3 and 7.4, except that the preliminary investigation may be dispensed with.
- iv. The Associate Dean may agree with the decision but not with the penalty imposed by the Honesty Committee, and may decrease the severity of the penalty. In this case, the Associate Dean shall notify the instructor of the course, the student and the Honesty Committee chair of the decision and the penalty, and the instructor shall execute the penalty. The Associate Dean shall then file all records.
- v. The Associate Dean may agree with the decision and the penalty, and affirm the decision in all respects. In such case, the Associate Dean shall notify the instructor of the course, the students, and the chair of the Honesty Committee of the decision and the penalty, and the instructor shall execute the penalty. The Associate Dean shall then file all records.
- i. If the semester's grade must be submitted before the necessary hearing procedures and appeals are completed, an "I" (Incomplete) grade will be authorized by the Dean's office.
- j. A finding of guilt with regard to a particular course will void any earlier withdrawal from this course.

7.6 Notification of the Decision and the Appeal Process for a Flagrant Offense

- a. If the Committee decides the offense is a flagrant one which merits suspension or dismissal, it proceeds automatically on appeal to the Associate Dean. The chair informs the Associate Dean of the Committee's decision, and sends all records of the case.
- b. The chair of the Honesty Committee notifies the student in writing of the Committee's decision and of the recommended penalty. The letter should state that the case has been sent to the Associate Dean on appeal and it should explain the appeal procedure.

- c. The student has the right to appear before the Associate Dean to discuss the appeal, and the case proceeds as described in 7.5 above. The Associate Dean has all the options present in any appeal, as set forth in 7.5 above.
- d. If the Associate Dean agrees with the Committee's decision and penalty, all records of the case are sent to the Dean of the College.

7.7 Records of Violations and Repeated Violations

- a. All documents related to a violation are kept by the Office of the Associate Dean. That office will retain such records for seven years after the student's graduation and will reveal their contents to others only with the written approval of the student or if required by law, or to any member of a sitting Honesty Committee for purposes of considering the imposition of a penalty.
- b. When the above office receives a report that an Honor Code violation has been established, that office checks Honor Code files to determine if the student has a previous violation. If the student has a prior offense, the Associate Dean assigns a further penalty for the repeated offense. The standard penalty for a repeated offense is suspension or dismissal from the University.
 - i. Suspension is separation from the University for at least one semester. The student is eligible to apply for readmission to Notre Dame, but readmission is not automatic.
 - ii. Dismissal is permanent separation from the University with no opportunity to apply for readmission.
- c. It is the responsibility of the Associate Dean to notify the student and the Registrar of the suspension or dismissal of a student.
- d. In order to be readmitted to the University, a suspended student must submit an application for readmission. Readmission must be approved by the Associate Dean.
- e. In any case involving dismissal from the University, the student has the right to a review of the case by the Dean of the College. A student may request a review of any aspect of the case for any reason. A written request for a review, identifying all issues to be reviewed by the Dean giving the reasons for requesting a review, must be submitted to the Dean within three business days of being notified of the decision. Decisions of the Dean will be based on a review of the written file and are final.

- f. If the case of suspension for an Honor Code violation, a student's transcript will read "Honor Code Suspension;" in the case of dismissal, it will read "Honor Code Dismissal."