



# 2021-2022 Undergraduate Student Handbook

## HONOR SYSTEM

Founded on the premise that dishonesty has no place at Meredith, the Honor System demands personal integrity of each student. The Honor System is operated by the student body. Students are personally responsible for their own conduct and obligations to the Meredith Community. For more information on the Honor System at Meredith, contact the Office of the Dean of Students.

### Statement of Honor

We, the Meredith Community, are committed to developing and affirming in each student a sense of personal honor and responsibility. Uncompromising honesty and forthrightness are essential elements of this commitment. The Honor System is a method by which individual honors are protected and maintained. Any dishonorable action will be regarded as a violation of this commitment, and corrective action will be taken.

If I am in violation of the Honor Code, to prevent jeopardizing the Honor System or weakening our system of self-government, I have an obligation to report myself to the proper authorities. If I am aware of a violation of the Honor System by another student, I shall call this matter to the attention of that student as a violation of responsibility to the community.

In choosing Meredith College, I am accepting the Honor System as a way of life. As a Meredith student, I am responsible for insuring that the Honor System is at all times carried out.

### Honor Pledge

I do solemnly pledge my honor that as long as I am a student at Meredith College, I will faithfully uphold the principles of the Honor Code and will respect and observe the procedures and requirements of the Honor System. I also pledge my support to our system of self-government, an integral part of our way of life at Meredith College. I make this pledge in view of my fellow students thus signifying our high resolve to keep our honor forever sacred and our self-government forever strong.

Enrollment is not complete until a student has signed the Honor Pledge.

## **Honor Council**

The Honor Council is composed of the chair; the solicitor general; the support counselor; the secretary; the clerk; two representatives each from the freshman, sophomore, junior, and senior classes; one commuter representative; one Wings representative; and four faculty members, who are appointed for two-year terms by the Faculty Council. The assistant dean of students and/or her designee shall serve as a non-voting member and as adviser. In addition to the solicitor general and support counselor, nine board members are present at any hearing. These members include the chair, the secretary, the clerk, and the adviser as non-voting members, and five voting members who shall consist of one faculty representative and four student representatives, all to be appointed on a rotating basis by the chair. The accused can waive her right to a full board when the unavailability of a board member would delay her case.

The Honor Council shall not convene during exam weeks except for those cases involving seniors scheduled to graduate.

*NOTE: A summer Honor Council composed of the chair (when possible), one or two student representatives to Honor Council (either new or retiring members), one faculty representative to Honor Council, the summer residence director, and the adviser or her designee, shall hear cases occurring after the final day of classes of the spring semester through the final day of classes of summer school except for those cases deferred until the beginning of the fall semester. The services of a support counselor and solicitor general may not be available, and the appeal process will not include a Review Board.*

## **Review Board**

Review Board is a branch of the Honor Council that hears appeals of sanctions determined by Honor Council. The Review Board consists of a Chair who is chosen by the newly elected Honor Council Chair through an interview process each year. The rest of the board consists of four students (three student representatives and one secretary) appointed by the Review Board Chair and Honor Council Chair annually and two faculty members appointed (by Faculty Council) for three year, overlapping terms, scheduled for rotating duty by the Review Board chair. Any vacancies shall be filled by the Review Board Chair, Adviser, and Honor Council Chair.

Voting members shall consist of the three student representatives and one faculty representative. Non-voting members shall consist of the Review Board Chair (who will only cast the deciding vote in the event of a tie), Honor Council Chair or designee, the secretary, the dean of students or her designee. The action of the Review Board is final except for the right of the student charged to appeal to the Vice President for College Programs in cases of delay of graduation, suspension or expulsion. Review Board appeals are not available in the summer.

## **Residence Hearings Committee**

The Residence Hearings Committee is a branch of the Honor Council coordinated by the Residents Housing Association. The Residence Hearings Committee shall hear appeals of residence hall fines and minor residence hall cases referred by the Honor Council solicitor general.

Present at each hearing are the vice chair of the Residents Housing Association, two residence representatives, a clerk, and a residence director adviser. The vice chair of the Residents Housing Association shall preside over all hearings and shall not vote except in the case of a tie. The residence director adviser shall serve as a non-voting member. The hearings are typically held on Monday nights.

The decision of the Residence Hearings Committee concerning fine appeals shall be final. Students may request a retrial with the Honor Council for other cases by contacting the solicitor general of the Honor Council within 48 hours of the original hearing. The Residence Hearings Committee will not meet in the summer. Summer fine appeals should be directed to the summer Honor Council. Fines for life/safety violations are not permitted to be appealed through the Honor System.

## Honor Code Violations

The Honor Council acts on violations of the Honor Code. Violations of the Honor Code include, among others:

Academic dishonesty including, but not limited to:

- Unauthorized copying, collaboration, or acceptance of assistance in the preparation of academic work (i.e., written, laboratory, artwork, computer programs, etc.)
- Plagiarism—which is defined as the intentional representation of another person’s words, thoughts, or ideas as one’s own (see *Note about Plagiarism* below list of Honor Code violations)
- The use of notes, books, electronic devices or other unauthorized aids on examinations
- Stating that assignments are completed when they are not (i.e., parallel readings) or aiding and abetting a dishonest action of another student
- Falsifying information or data

Hostile Acts Towards Another including:

- *Discrimination* (See *Note About Freedom of Expression* below). According to the Meredith College Harassment and Non-Discrimination Policy, discrimination is treating someone unfavorably because of his or her religion, race, color, national origin, age, sex, disability, veteran’s status, sexual orientation or any other category protected by applicable law.
- *Harassment*. Harassment includes unwelcome electronic, verbal, physical, or graphic conduct that is so severe or pervasive that it substantially interferes with the targeted individual’s ability to participate in a learning, living, social or work environment. Harassment is not motivated or based on one of the protected categories listed under the definition of discrimination, or any other category protected by applicable law. This can include conduct that is intended to be, or a reasonable person knows would have the impact of being, demeaning, intimidating, hostile or abusive when directed at another person or persons.
  - Examples of conduct that may be an act of discrimination or harassment include but are not limited to:
    - Verbal acts or conduct including slurs, negative stereotyping, unwelcome verbal comments, jokes, or threats
    - Physical acts including physical intimidation, offensive touching, physical assault (physical assault and unwanted touching of a sexual nature will be addressed under Sexual Harassment)
    - Graphic acts including posters, cartoons, drawings, or graffiti
    - Electronic acts including online communication of demeaning or hostile content

- *Intolerance/Bias* (See *Notes about Bias-Related Incidents and Freedom of Expression* below). An act of intolerance is defined as any conduct that serves no scholarly purpose appropriate to the educational experience and demonstrates bias against others because of, but not limited to, their actual or perceived religion, race, color, national origin, age, sex, disability, veteran's status, sexual orientation, or any other category protected by applicable law. The conduct must actually cause or reasonably be intended to cause intimidation, alienation, or other harm to individuals in the Meredith community based on actual or perceived characteristics. Examples of Acts of Intolerance/Bias include, but are not limited to:
  - Vandalism or defacement of personal or campus property (e.g. drawing swastikas, hanging nooses, erecting burning crosses, etc.)
  - Display or use of slurs or epithets (disparaging or abusive words)
  - Culturally offensive gestures
  - Theme parties that encourage people to wear costumes or act in ways that reinforce demeaning stereotypes
  - Electronic, physical, verbal, or graphic threats or intimidation

When an Act of Intolerance is targeted toward a specific person, it may rise to the level of discrimination or harassment as defined above. A violation may also constitute criminal violations according to local, state and federal law and the College reserves the right to also report suspected violations to legal authorities.

- *Physical Harm*: conduct that intentionally or recklessly results in bodily harm to any person.
- *Sexual Harassment*. Harassment that violates the Meredith College Title IX/Sexual Misconduct Policy will be reported to the Title IX Coordinator. Meredith College will not tolerate sexual misconduct including, but not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, sexual coercion, relationship violence (including domestic/intimate partner violence and dating violence), or stalking. Link to policy: <https://www.meredith.edu/assets/images/content/Title-IX-and-Other-Prohibited-Sexual-Misconduct.pdf>
- *Threatening behavior*: any written or verbal expression of intent to cause imminent (highly likely to occur, depending upon communication of intent and context) physical harm to any person.

Aiding or abetting any violation of the Honor Code. Aiding or abetting any act of sexual misconduct will be addressed through the College's Sexual Misconduct/Title IX policies and procedures.

Alcohol and Drug Policy violations (see [College Policies and Regulations](#))

Dangerous Behavior: engaging in any act, behavior, or conduct that creates an unsafe situation for the campus community, threatens the health or safety of a person, or places a person in a reasonable fear of harm.

Disorderly conduct on College-owned, -operated, or -controlled property or at College functions.

Disorderly conduct shall include acts which violate the rights of others, which tend to breach the peace, or which are deemed lewd, indecent, or obscene. If disorderly conduct is considered severe, frequent, or continues for a prolonged period of time, the behavior may be considered disruptive.

Disruption or obstruction of teaching, research, administration, disciplinary procedures, or other college activities, operation or functions, including the failure to appear before college officials or disciplinary bodies when directed to do so.

Failure to follow or comply with directions given by College officials or staff members in the exercise of their official duties.

**Note: Students are required to adhere to Community Standards that are in place at Meredith to limit the spread of COVID-19. Community Standards and consequences for violating these are outlined on the Meredith College Staying Strong site: <https://www.meredith.edu/staying-strong/staying-strong-community-standards>**

Failure to abide by sanctions or penalties properly imposed by the College or disciplinary bodies.

Furnishing of false information, with intent to deceive, to members of the College community who are acting in the exercise of their official duties.

Intentional abuse of a position of trust or responsibility within the College community.

Possession of firearms or other weapons on College property or at College-sponsored functions.

Retaliation: seeking or attempting to seek retribution or revenge against anyone involved in the reporting or investigation of any violation of the Honor Code or other College policies. This retribution or revenge must be so severe and pervasive that it substantially interferes with an individual's ability to participate in a learning, living, social or work environment.

Theft or misuse of or damage to any personal property on institutional premises, any academically related personal property wherever located, or any College property.

Unauthorized entry into or occupation of or trespass upon College facilities or property.

Unauthorized use of the names of the College or the names of member organizations in the College community.

Violations of College policies as set forth in this Student Handbook.

Violation of rules governing the residence halls, on-campus apartments, the health center, the library, the dining hall, and other college owned, operated or regulated property.

Any other conduct deemed by the College to be undesirable or unacceptable, or which interferes with or threatens the College's ability to fulfill its educational purposes.

*NOTE: A student may be accused of more than one violation as a result of a single incident.*

### **A Note about Freedom of Expression:**

From the College's Freedom of Expression policy: "Meredith College values freedom and openness in the pursuit of truth. The lively and free exchange of ideas is essential to the intellectual life of the College as well as to the expansion of knowledge itself. Freedom of thought, free speech, and peaceful

assembly are rights of citizens and are fundamental to this open inquiry and search for knowledge.” ([Freedom of Expression](#)).

### **Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council.**

The College has jurisdiction over all misconduct that occurs on campus or in any program or activity sponsored by the College. The College reserves the right to make charges or convictions for violations of federal, state, or local law by its students a matter for consideration and action of Honor Council and or the basis for removal from campus. In addition, misconduct by Meredith students while off-campus, including but not limited to conduct that occurs on other college or university campuses, may be cause for Honor Council action when the behavior interferes with or is disruptive to the College, its educational mission, or the safety of the community.

### **A Note about Plagiarism:**

Plagiarism is the dishonest use of another’s words, thoughts, ideas or organization. Honest work in no way precludes using another’s work; it requires that another’s work be properly acknowledged. Plagiarism results when a student copies from another student’s paper or from books and other print or online sources and fails to acknowledge such borrowing.

Whether source materials are quoted directly or are paraphrased, all such borrowing must be acknowledged clearly in the final paper or oral report through the use of footnotes or source tags.

If a student discovers that she has made a mistake in acknowledging sources in a paper already submitted, she should make this error known to her instructor.

A plea of ignorance will not be accepted as an excuse by the Honor Council.

As the educational purpose of papers differs from classroom to classroom, it is the joint responsibility of the instructor and the student to clarify what constitutes plagiarism in keeping with the purposes outlined for a particular paper or project. Each instructor should state specifically the extent and limits of available sources a student may employ in writing her paper. A student who is uncertain about an assignment and sources to be used should consult with her instructor for clarification before completion of the paper.

(Please note that the use of one’s own old high school or collegiate papers is discouraged, but if used, must be acknowledged as a source.)

### **A Note about Bias-Related Incidents:**

A bias incident is any conduct that serves no scholarly purpose appropriate to the educational experience and demonstrates bias against an individual or group based on any facet of the individual’s or group’s identities.

Bias incidents may also include actions that do not meet the definition of an Honor Code violation or crime, but have negative impact and harm on others and on the campus community. An active response is needed to ensure a safe and inclusive campus for all. Students are encouraged to report bias-related incidents to the Office of the Dean of Students so that the incident may be investigated and support can be provided to the persons who experienced the impact and harm. Even when offenders are unaware

that they have demonstrated bias and did not intend to offend another, an expression of bias necessitates a response and can be an opportunity for education and reconciliation.

While free expression is valued and encouraged, it may lead to unintended consequences such as disagreements, or one feeling uncomfortable or offended. While we foster a campus community that values dialogue that is thoughtful and respectful, the College affirms its commitment to prohibiting harassment and discrimination, as defined by the Honor Code, other relevant College policies, and applicable laws.

## **Reporting a Violation of the Honor Code**

### **Self-referral**

If a student realizes that she has violated the Honor Code, she is encouraged and expected to report herself in a timely manner to the solicitor general of Honor Council. The solicitor general for fall 2021 and spring 2022 is Glenn Cameron at [gacameron@email.meredith.edu](mailto:gacameron@email.meredith.edu). In summer 2022, reports should be emailed to Assistant Dean Tomecca Sloane at [sloaneto@meredith.edu](mailto:sloaneto@meredith.edu)

### **Report by another student**

If a student witnesses or suspects that an infraction has occurred, she has two paths she may follow. In a timely manner, she may confront the suspected student and ask her to report herself to the solicitor general. Alternatively, he may refer her suspicion directly to residence life staff (if appropriate) or to the solicitor general.

### **Report by a member of the faculty or the staff**

If a faculty or staff member suspects a student of an Honor Code violation and is able to ascertain the facts of the case, it is that faculty or staff member's responsibility to inform the student and request that she report herself within 24 hours to the solicitor general or the assistant dean of students. Should the student not make the report, the faculty or staff member should do so.

### **Reports by Campus Police and Residence Life Staff**

Reports about suspected Honor Code violations are submitted to the Office of the Dean of Students and, when necessary, may be reviewed by the Solicitor General. If the Solicitor General determines that the Honor Code has been violated, she will contact the student.

## **Sanctions**

One or more of the following sanctions or others deemed appropriate by the Honor Council may be imposed upon students for violations of the Honor Code, depending upon the gravity of the offense:

### **Papers**

A student may be required to write a paper, so she can examine critically her behavior and decision-making process. The length, topic and due date of the paper will be determined by the Honor Council.

### **Presentations**

A student may be required to design or attend an educational presentation or program.

## **Campus work**

A student may be required to render a specified number of hours of unpaid work to be performed on campus as designated by the Honor Council.

## **Restitution**

Reimbursement for damages to or misappropriation of property and/or reimbursement for medical expenses for injury.

## **Fines**

A student may be charged a fine for an Honor Code offense. The amount of the fine may be determined by the Honor Council and used for the benefit of the Meredith College community.

## **Warning**

Written notice that continuation or repetition of the cited conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

## **Reprimand**

A written censure including the possibility of more severe disciplinary sanctions in the event of the finding of another violation of the Honor Code within a stated period of time. Other components are as follows:

- Notification of parents of traditional-aged students may be considered by the Vice President for College Programs. If she deems notification necessary, the Vice President for College Programs or her designee will write to the parents and may ask the chair of Honor Council to write a letter as well.
- Honor Council will consider whether students placed on reprimand will be eligible to serve as an officer of any recognized campus organization. Duration of the period of reprimand will be specified for each case.
- A student may be asked to move out of the residence hall or campus apartment if she is of danger to herself or other students.

## **Probation**

Probation is a set period of time during which the student is to give exceedingly careful attention to her behavior in order to affirm her ability to abide by the Meredith College rules and regulations.

IMPORTANT—PLEASE NOTE that if at any time a student who is on probation is found guilty of another violation of the Honor Code, she may be suspended for a minimum of one semester or expelled from the College. Components of probation are as follows:

- Notification of parents of traditional-aged students to be considered by the Vice President for College Programs. Within two weeks following the final hearing, a letter from the Vice President for College Programs may be sent to the parents informing them about sanctions and the offense.
- Statement of offense to be placed in a confidential file in the Office of the Dean of Students.
- Notification of academic adviser and Office of Financial Assistance.
- Students while on probation are ineligible to serve as an officer within any recognized campus organization.



- A student may be asked to move out of the residence hall or campus apartment if she is of danger to herself or other students.

### **Delay of Graduation**

Delay of graduation ceremony and receipt of diploma as set forth in the Notice of Delay of Graduation. Other components are as follows:

- If after a 48-hour period following her notification of delay of graduation the student has not appealed, the sanction will be submitted for final approval by the dean of students to the Vice President for College Programs.
- Parents of traditional-aged students will be notified by the Vice President for College Programs.
- The academic adviser, Office of Financial Assistance, and Office of the Registrar will be notified.
- Action will be recorded on official records in the Office of the Dean of Students and the Office of the Registrar.
- A student may not participate in commencement ceremonies until sanctions have been completed, unless approved through commencement appeal process by Provost, in consultation with the assistant dean of students.
- A student whose graduation has been delayed may take classes to complete her degree.
- A student while on delay of graduation is ineligible to serve as an officer within any recognized campus organization.

### **Suspension**

Exclusion from classes and other privileges or activities related to the College for a minimum of one semester as set forth in the Notice of Suspension. Other components are as follows:

- If after a 48-hour period following her notification of suspension the student has not appealed, the decision will be submitted by the dean of students to the Vice President for College Programs.
- In the case of immediate suspension, the student must vacate the campus within 24 hours following the final decision of the Vice President for College Programs.
- The student may apply for readmission to Meredith after the specified period of suspension.
- Parents of traditional-aged students will be notified by the Vice President for College Programs.
- The academic adviser and Office of Financial Assistance will be notified.
- Action will be recorded on official records in the Office of the Dean of Students and the Office of the Registrar. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

### **Expulsion**

Termination of student status. Other attributes are as follows:

- If after a 48-hour period following her notification of expulsion the student has not appealed, the decision will be submitted by the dean of students for final approval by the Vice President for College Programs.

- In the case of immediate expulsion, the student must vacate the campus within 24 hours following the decision of the Vice President for College Programs.
- The student shall not have the privilege to apply for readmission to the College. Expulsion shall be recorded on official college records in the Office of the Registrar and the Office of the Dean of Students.
- A student who chooses to appeal shall continue attending classes during the appeal process; continued class attendance, however, shall have no effect on the outcome of the appeal.
- Parents of traditional-aged students will be notified by the Vice President for College Programs.
- The academic adviser and Office of Financial Assistance will be notified.

*NOTE: Any of the penalties listed in this chapter resulting from cases involving academic dishonesty shall include the right of the professor to levy any additional academic penalty he or she shall deem appropriate.*

### **Appeals of Honor Council Action**

A student may appeal Honor Council action to the Review Board. To do so she should deliver written notice of her appeal to the dean of students by noon of the Wednesday following her Honor Council hearing. The Notice of Appeal must state clearly the reason for the appeal. (See the By-laws: Article III section 3C2.) The Review Board Hearing shall typically occur on the Friday following the Notice of Appeal.

The appellant shall have a maximum of five minutes to present her appeal to the Review Board.

The action of the Review Board is final except for the right of the student charged to appeal to the Vice President for College Programs in cases of delay of graduation, suspension or expulsion. A student may appeal a Review Board decision by presenting her written appeal to the Dean of Students within 72 hours of the Review Board Hearing. The Dean of Students will then present the appeal accompanied with relevant case documents to the Vice President for College Programs for her review and decision.

Following consultation with an advisory committee made up of the Provost, the Chair of the Faculty Council, and the Chair of the Student Life Committee, the Vice President for College Programs shall reach a decision and give formal, written notice to the student and to the Chair of the Honor Council within ten days after receiving the notice of appeal. The action of the Vice President for College Programs is final.

Appeals from an Honor Council hearing presented during fall exam week will be heard at the beginning of the following semester unless the case involves a graduating senior. Appeals presented during spring semester exam week will be heard if possible.

### **Appeals of Apartment Fines**

A student may appeal an apartment fine to the Residence Hearings Committee. The decision of the Residence Hearings Committee on fine appeals is final.

## **Appeals of Residence Hall Fines**

A student may appeal a residence hall fine (except for fines for life/safety violations) to the Residence Hearings Committee by giving written notice of her appeal to the clerk of the Residence Hearings Committee within 48 hours of receipt of the notification of the fine. The written notice must identify what fine is being appealed and why the fine is being appealed. The clerk will notify the appellant of the date and time of the appeals hearing.

At the appeals hearing, the clerk will introduce any material and/or character witnesses. The appellant shall have a maximum of five minutes to present her appeal. Members of the Committee sitting on an appeal may ask questions of the material witnesses and appellant. The decision of the Residence Hearings Committee on fine appeals is final.

## **CRC Students**

Students participating in the Cooperative Raleigh Colleges (CRC) Program who are accused of academic dishonesty are liable to the judiciary process of the host institution and possibly their home institution as well.

## **Commuter Students**

Both traditional and Wings commuter students' cases, like those of any other student, will be heard by the Honor Council.

## **Good Social Standing**

A student is considered to be in good social standing with the College if she has no pending Honor Council case, if she completes by the deadline any educational sanction given by Honor Council, and if she is not serving a term of probation, delay of graduation, suspension, or expulsion.

If a student is not in good social standing, a hold will be placed on the student's transcript, and she will not be eligible for graduation until the sanctions have been completed.

## **Honor System Records**

Honor Council, Review Board, and Residence Hearings Committee records are maintained by advisers and chairs of each branch. Official records in the Office of the Dean of Students are kept ten years after completion of a penalty (Exception: records of expulsion are on permanent file.)

## **Communication of Outcomes of Reported Violations**

Outcomes related to how reported Honor Council violations are addressed by the Honor System or the Office of the Dean of Students are private and are considered student records information protected by FERPA. Therefore, the person who reports a violation may not know its outcome but can be assured that the College takes each report seriously and follows established student judicial procedures.

## **Jurisdiction of the College**

Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to suspend, expel or to exclude at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

## **Honor Council Officers and Members 2021-22**

Chairperson: Jenna Kling

Solicitor General: Glenn Cameron

Support Counselor: Meaghan Rhoads Keffer

Secretary: Julia Ogden

Clerk: TBD

Senior Representatives: Whitney Gaudet, Hannah Porter

Junior Representatives: Anne (Katherine) Edwards, Madison Weiss

Sophomore Representatives: Rachel Lovin, Fern Schwab

Freshman Representative: To be elected

AMC Representative: TBD

WINGS Representatives: TBD

Administrative Adviser: Tomecca Sloane, Assistant Dean of Students

Honor Council Faculty Representatives: TBD

## **Review Board Officers and Members**

Chair: Jenna Schroeder

Secretary: Sydney McCormick

Members: Sydney Lee, Remay Pemby, Elizabeth Sills

Adviser: Ann Gleason, Dean of Students

Review Board Faculty Representatives: TBD

## **Residence Hearings Committee Officers and Members**

Residents Housing Association Vice Chair: Katelyn Andre

Clerk:

Members: Residence Representatives

Adviser:

*NOTE: For further information related to the Honor System, refer to the SGA Constitution (Article XI) and By-Laws.*