The complete Honor code is as follows:

*To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University Community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set for this Honor Code: Student Members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.*

**Extent of the Honor Code:**

The Honor Code at George Mason University shall be specifically concerned with cheating or attempted cheating, plagiarism, lying, and stealing in an academic setting.

Cheating includes using unauthorized material and/or unauthorized assistance in academic work.

Plagiarism includes self-plagiarism, inadequate citation, false citation, and failure to adhere to citation forms set by the professor.

Stealing includes but is not limited to the following:

- Removing an exam from the classroom
- Taking pictures of or copying the exam and/or academic work
- Taking someone’s work without their knowledge

Lying includes, but is not limited to the following:

- Making up sources, data, information, etc
- Giving a false excuse for missing a test or a class
- Telling a professor or a teaching assistant false information
- Falsifying official correspondence

**The Honor System**

The Honor System refers to the procedures by which the Honor Committee addresses alleged violations of the Honor Code. It includes information on procedural assurances for students, the composition of hearing boards, appeals procedures, and information on sanctioning.

I. **The Honor Committee**
   a. The Honor Committee is selected to promote academic integrity as a core value for our university community. Members of the committee serve on hearing panels established to investigate and resolve alleged violations of the Honor Code. Mason’s School of Law has an Honor Committee that is independent from the rest of the University’s Honor Committee
   b. Membership on the Honor Committee will be limited to 100 members who apply for membership. Undergraduate students who apply must have no Honor Code Violations or Code of Conduct Violations, maintain a cumulative GPA of 2.66, be in good academic standing, and successfully complete the training and orientation program. Graduate student members must meet all of the requirements above with the exception of maintaining a cumulative GPA of 3.00.
   c. A chairperson and a vice chairperson will be elected in April of each year by the members of the committee. The term of the office will be one academic year. Staff in the Office of Academic Integrity will provide administrative oversight for the committee

II. **Responsibility of the Student**
   a. Students should request an explanation for any aspect of the professor’s policies regarding the Honor Code that they do not fully understand.
b. Students have an obligation not only to follow the Code themselves, but also to encourage respect among their fellow students for the provisions of the Code. This includes an obligation to report violations by other students to the Honor Committee.

III. Responsibility of the Faculty
a. At the beginning of each semester, faculty members have the responsibility of explaining to their classes their policy regarding the Honor Code. They should also explain the extent to which aid, if any, is permitted in academic work.

b. Faculty members are responsible for including in their syllabus an academic integrity statement as outlined by the Provost’s office at the start of each academic semester. Additional language should include what constitutes acceptable behavior for the course they are teaching.

IV. Procedures for Reporting Violations
a. All suspected violations must be reported to the Office of Academic Integrity in a timely manner. Instructions on how to submit a referral can be found on the office’s website at oai.gmu.edu.

b. The student will be notified in writing that an accusation has been made and meet with a staff member in the Office of Academic Integrity to review the case materials and decide the next course of action.

c. Students have an option of accepting responsibility and the faculty recommended sanction or denying responsibility and requesting a means of resolving the issue.

V. Resolution Options
a. Pre-Hearing Resolution
   i. All students who are referred due to an accusation have a prehearing with a representative from the Office of Academic Integrity. During this prehearing, the student has the option of accepting responsibility for the incident and the recommended sanction from the professor.
   ii. If a student elects this option, there are no appeal avenues available for the student. The decision is final.

b. Administrative Review
   i. A student may elect for an administrative review of their case. In this resolution process, the professor submits a packet of information indicating what policy has been violated and the supporting facts they are submitting to substantiate a policy violation. The responding student will submit a packet of information addressing their perspective of the situation. This packet can include visual documents, witness statements, and any additional relevant information.
   ii. A hearing panel of four (4) Honor Committee members, including a faculty member, will review the submitted packets and determine if there is clear and convincing information that a violation occurred.
   iii. If the student is found responsible, the committee will assign a sanction based on the professor recommendation.
   iv. A student found responsible via an administrative review may appeal using the appellate guidelines for the Academic Integrity process.

c. Hearing Panel
   i. A student may elect for a full hearing before a panel of Honor Committee members. In this resolution process, the professor and the student appear in-person before the full panel for a hearing. The professor will present the case for why the student is believed to have violated the Honor Code. The student will present their perspective. Both parties will have an opportunity to question each other. If deemed relevant by the Director of Academic Integrity /the committee, the parties may present witnesses. Both the professor and student shall have an opportunity to question any allowed witnesses. The committee may question the professor, the student or the witness at any time.
   ii. The panel will be comprised of four (4)-Honor Committee members, one of whom may be a faculty member or a member of the administrative faculty.
   iii. In cases where graduate students are referred, at least one (1) member of the panel must be either a graduate student, an administrative faculty member with a graduate degree, or a faculty member.
iv. The majority of the panel must agree that the student is in violation for the student to be found responsible for violating the Honor Code.

v. The student will receive notification of a decision the same day as the hearing.

vi. A student found responsible via a full hearing panel may appeal using the appellate guidelines for the Academic Integrity process.

VI. Procedural Assurances
   a. The hearing panel will have an administrative faculty member present during the hearing to offer assistance when requested by the chair of the panel. Students have the following procedural assurances in Honor Code cases:
      i. To receive written notice of alleged violations.
      ii. To be provided access to information that may be used in an Honor Code hearing. Reasonable access will be provided to materials in advance of a meeting/hearing upon written request from the student to the Office of Academic Integrity. In cases where retaliation is a legitimate safety concern, the information may be redacted or presented in a manner as to prevent identification.
      iii. To examine witnesses presented against the student at a hearing and to produce information on their behalf, including making a statement regarding alleged violations.
      iv. To not be compelled to be a witness against oneself or to have silence taken as an indication of responsibility for the violation.
      v. To a decision based on clear and convincing information.
      vi. To not be sanctioned and/or censured unless the Honor Committee, on the basis of the information, is persuaded that the student is responsible for the violation.
      vii. To be accompanied in all formal proceedings by an advisor of the student’s choosing and at the student’s expense. Advisors may only consult with the respondent and are not permitted to speak on the respondent’s behalf or address the Honor Committee
      viii. To appeal decisions within the appellate structure provided by the George Mason University Honor System.

VII. Sanctions
   a. The hearing panel may impose nonacademic sanctions as it deems proportionate to the offense. Grade related sanctions are typically coordinated with the department based on the recommendation of the referring faculty member.
   b. The faculty member who makes the referral can recommend sanctions to the Honor Committee that involve reduced grades or program dismissal.
   c. Recommendations for nonacademic suspension or dismissal are typically made in situations where an individual has repeated behaviors of academic dishonesty, or has been involved in a case so egregious that such a recommendation is commensurate to the offense. This recommendation is forwarded to the Provost or the Provost’s delegate.
   d. In determining sanctions, panel members will keep in mind the non-punitive educational purpose of the Honor Code process. Please note that a failing grade or an inability to continue as a student at George Mason University is not considered a punitive measure.

VIII. Appeals
   a. Appeals of Honor Committee decisions must be submitted in writing within seven (7) business days of the hearing.
   b. Appeals can be granted on the basis of the following:
      i. New information (this does not include an individual failing to show up for their hearing who wants to present evidence they would have presented had they appeared)
      ii. Procedural irregularity
   c. The decision to accept or deny the appeal will be made by three (3) Honor Committee members who have had no prior contact with the case. These individuals will review the evidence and, if necessary, the audio transcript of the original hearing.
   d. Faculty members do not have an appeal avenue. However, they may submit a new case against a student if they have new evidence that was not available at the time of the hearing.
e. In the event that a faculty member chooses not to follow the Honor Committee’s recommended sanction, students may appeal the faculty member’s action to the Academic Appeals Committee, via the Office of the Provost. The decision of this committee is the final step in the Academic Integrity process.

IX. Record Keeping
   a. Educational records will be maintained by the Office of Academic Integrity in accordance with the Library of Virginia record retention schedule.

X. Amendments
   a. The Honor Committee may, by majority vote, approve proposed amendments to the Honor Code. The proposed amendments will be submitted to the student population during the next spring election, and they must be approved by a 2/3 majority of those voting.