

Honor Code Process

EXPANDED

Please note that this document is a summary of the University of Tennessee at Chattanooga (UTC) Honor Code Process. It does not include complete definitions, processes, options, and other information contained within the Honor Code. In the event of a conflict between this or other summaries and the Honor Code, the Honor Code supersedes.



UTC is a comprehensive, community-engaged campus of the University of Tennessee System. UTC is an EEO/AA/Titles VI & IX/Section 504/ADA/ADEA institution. E040227-001-23

Report Received and Initial Review

A verbal or written report is submitted by the Complainant or other reporting party (i.e. course instructor, academic department head, student). Reports are forwarded to the Office of Student Conduct (OSC) for initial review. Incident Reports found to contain alleged violations of the Honor Code are assigned to the OSC. The OSC will set up an initial meeting with the Complainant, as needed.

Notice of Allegations (Alleged Violations)

If the Office of Student Conduct determines to initiate the student conduct process, it will provide a Notice of Allegations to the Respondent.

Preliminary Meeting

The OSC conducts a preliminary meeting with the Respondent to inform the Respondent of the allegations against the Respondent. OSC will provide the Respondent with an opportunity to respond to the allegations through various means. OSC and the Respondent may ask questions and seek clarifying information about the allegations. If OSC determines that no additional investigation of the allegations is needed, OSC will inform the Respondent of the Formal Hearing options available for resolution of the allegations. The Respondent will then be provided with the opportunity to select the type of Formal Hearing through which to contest the allegations.

Investigation

During an investigation, the Complainant(s), the Respondent(s), witnesses, or any other persons may be interviewed, and other relevant information and documentation will be obtained as applicable.

Notice of Charges

If the OSC determines that the Honor Code process should proceed with respect to the allegations, then OSC will provide the Respondent with a Notice of Charges.

Formal Hearing

Formal Hearing is a process for resolving charges of violations of the Honor Code in which the Respondent is provided the opportunity to contest the charges through the presentation of evidence at a hearing before a fair and impartial decision maker. There are three hearing types, the availability of which depend on the gravity of the disciplinary sanction.

Notice of Decision

The decision-maker(s) decision on responsibility and, if applicable, the disciplinary sanctions to be issued against the Respondent and their effective date.

No-Action Dermination

If the Office of Student Conduct determines at any point in the student conduct process that no action will be taken against the Respondent regarding alleged violations of the Honor Code, it will issue a Notice of Decision to the Respondent.

Appeal

The Respondent may appeal the decision-maker(s) decision in a Formal Hearing. The grounds for appeal and appeal options vary depending on the type of Formal Hearing conducted.

Sanctions

The purpose of sanctions is to educate about appropriate behavior, encourage Respondents to take responsibility for Honor Code violation(s), encourage and promote the personal and professional development of Respondents, discourage other students from violating the Honor Code, and/or protect the academic reputation of the University.