

The Constitution of the Stevens Honor System

“The measure of a man’s real character is what he would do if he knew he would never be found out.”

-Thomas Babington Macaulay

President Alexander Humphreys formally introduced the Stevens Honor System to the Institution in 1908. Since its adoption, the Honor System has been periodically revised to meet changing needs of both the student body and faculty at Stevens.

The Stevens Honor System should create an atmosphere that encourages the pursuit of intellectual and ethical enlightenment, develops a sense of community, cultivates respect for the rights of individuals in the community, and develops graduates with character.

Honor is an indispensable value of the Institute. The Honor System is in place to ensure this value is upheld. The success of the Honor System depends on the support of individual students, the student body as a whole, and the faculty. The roles and function of the Honor Board, the governing body of the Honor System, are described in the following Constitution and By-laws.

Article I. Name

There shall be an Honor System at Stevens Institute of Technology based on academic honesty and fair play in all undergraduate courses. This system will be administered by students through an organization known as the Honor Board.

Article II. Structure of the Honor Board

Section 2.01 Purpose

1. To promote honor and integrity throughout the Stevens campus both academically and socially.
2. To ensure that all submitted work is completed in such a way that all students can be confident in the integrity of the submitted work of their peers.

Section 2.02 Function

1. The Honor Board shall define the philosophy and function of the Stevens Honor System.
2. The Honor Board shall define violations of the Honor System and recommend penalties and possible violation reporting methods.
3. The Honor Board shall provide a suitable pledge covering all academic work.
4. The Honor Board shall investigate all reported violations and, if deemed necessary, conduct hearings. Hearings are a forum in which students determine the occurrence of a violation based upon evidence and facts that are presented.
5. The Honor Board shall help acquaint all incoming students, administration, faculty, and staff with purposes, objectives, and operations of the Honor System, with the aid of the Stevens community. Education of the Stevens community shall continue throughout their association with the Institute.

Section 2.03 Membership

1. The membership of the Stevens Honor Board shall consist of student representatives in good standing with the Institute. The rules governing membership are outlined in the bylaws.
2. Elections of the Honor Board representatives shall be held each semester contingent on vacancies, and following the procedures outlined in the by-laws.
3. All interested students will abide by the election process.
4. There will be an executive board of the Honor Board responsible for the organization and operation of the Board.
 - a. Membership of the executive board is outlined in the by-laws.
 - b. Duties of the executive board are outlined in the by-laws.
 - c. The members of the executive board are selected from the Honor Board representatives.
 - d. The term of membership on the executive board is one year, unless otherwise deemed necessary by the Honor Board.

Article III. Responsibilities of the Stevens Community

Section 3.01 Administration

1. Every administrator shall be responsible for maintaining and adhering to the values of the Honor System at Stevens Institute of Technology.
2. The President of the Institute shall safeguard the annual report of the Honor Board and, if deemed necessary, make appropriate recommendations.
3. An administrator shall be appointed by the Office of Student Life and Development as an Honor Board Advisor who will function as the administrative advisor to the Honor Board.
4. The Honor Board Advisor shall keep on record the name, submitted by the executive board of the Honor Board, of any student who is found in-violation of the Honor System.
5. The Honor Board Advisor shall keep on record the disposition of any open cases when an accused student severs ties with the Institute before the conclusion of an investigation. These files will be available to the Honor Board if the student returns to Stevens.
6. The Honor Board Advisor shall be responsible for assisting in the implementation of the Honor System orientation for faculty, teaching assistants, and part-time faculty in conjunction with the executive board of the Honor Board at the start of each academic semester.
7. The Honor Board Advisor shall enforce the penalty recommended by the Honor Board for delinquent persons and those held in contempt at hearings or investigations. The procedures are outlined in the by-laws.
8. In special cases, the Honor Board Advisor shall require the confessed or convicted students to seek counseling in addition to the penalty recommended by the Honor Board.
9. The Honor Board Advisor shall notify parents of the final disposition of the case if the accused student is under the age of 18.
10. The Office of Student Life and Development shall coordinate and conduct the Honor Board's orientation of freshmen.
11. The Office of Student Life and Development shall secure storage to keep copies of all evidence received by the Honor Board.

Section 3.02 Faculty and Staff

1. The faculty and staff shall aid in facilitating and implementing the philosophy and function of the Honor System.
2. The faculty and staff shall cooperate in the orientation of new faculty and staff to enable them to understand the philosophy and function of the Honor System with the help of the Honor Board.
3. The faculty and staff shall report all possible violations of the Honor System to the Honor Board. In such a case, the faculty member should grade the work and submit a final grade for the student at the end of the academic semester. At the end of the investigation, a change of grade can be made if necessary.
4. The faculty and staff shall keep all possible violations of the Honor System confidential.
5. The faculty and staff shall be required to appear before the Honor Board Investigating Committees, hearings, or other functions when requested to do so by the Honor Board. If a faculty or staff member fails to appear, their name will be given to the Honor Board Advisor and the Chair of the Deans Council for failing to support the Stevens Honor System.
6. The faculty and staff shall not grade any work that has not been pledged.
7. The faculty and staff shall use the prescribed pledge of the Honor System unless a particular assignment absolutely necessitates a special pledge.
8. The faculty and staff shall not proctor examinations.
9. The faculty and staff shall stipulate guidelines for group work and the use of electronic devices (i.e. calculators, laptops, organizers, etc.) in the course syllabus.
10. The faculty and staff must be available for questions during examinations. Details are outlined in the by-laws.

Section 3.03 Students

1. Students shall be responsible for adhering to and maintaining the principles of the Honor System at Stevens Institute of Technology and shall be required to indicate acceptance of this by signing a sworn statement upon entering the Institute.
2. Students are responsible for reporting any possible violations of the Honor System to the Honor Board; failure to do so is a violation by itself.
3. Students shall be required to appear before Investigating Committees, hearings, or other case-related Honor Board functions when requested to do so by the Honor Board.
4. Students are required to keep all information regarding Honor Board investigations and cases confidential, as outlined in the By-laws.
5. Students shall be responsible for writing and signing the complete Honor System pledge on all work submitted.
6. Every student shall be required to adhere to the guidelines for group work and use of electronic devices (i.e. calculators, laptops, organizers, etc.) as outlined on a course syllabus.
7. Every student shall be bound by all policies and procedures of the Honor System.
8. During exams students shall be required to remain on the testing premises as outlined in the by-laws.

Section 3.04 Honor Board Members

1. All Honor Board members are required to attend a New Member Training session prior to their first Honor Board meeting.
2. All Honor Board members are required to attend all Honor Board meetings as called by the Chair of the Honor Board.
3. All Honor Board members are required to uphold the Honor System Constitution, bylaws, and procedures.

4. All Honor Board members are required to maintain ethical behavior and professionalism at all seminars and conferences on and off campus.
5. All Honor Board members are required to ensure confidentiality to all those involved with Honor Board proceedings.

Article IV. Case Procedure

Section 4.01 Investigating Committee

1. The Chairperson of the Honor Board shall appoint an Investigating Committee (IC) for each case reported to the Honor Board.
2. The IC shall consist of at least two Honor Board members.
3. The IC shall gather all available evidence pertaining to the case by procedures outlined in the by-laws.
4. The IC will present the evidence at a hearing if deemed necessary.
5. Upon conclusion of the case the IC Chair shall submit a report including circumstances and details of the case.

Section 4.02 Hearings

1. Hearings shall be conducted before a panel consisting of members of the Stevens community. The details regarding the makeup of the panel and proceedings of a hearing are explained in the by-laws and in the Hearing Procedures manual.
2. A panel will decide the outcome of a hearing based upon the preponderance of evidence presented at the hearing.
3. A student who has been found in-violation or not in-violation of the Honor System at an Honor Board hearing shall not be investigated or processed again for the same charge in that case.
4. A student found in-violation of the Honor System at an Honor Board hearing may appeal their case to the Academic Appeals Committee as specified in the Hearing Procedures Manual, and for reasons outlined in the by-laws.
5. Recommendations of the Honor Board concerning a case shall be forwarded to the Honor Board Advisor.
6. No case against a person accused of a violation of the Honor System shall be dropped because the student severs his connection with the Institute. The continuation of the case is outlined in the by-laws.
7. **Defense of the accused**
 - a. *An accused student is entitled to defense aid and/or representation as specified in the By-Laws.*
 - b. *Prior to hearing, the Investigating Committee shall provide the defense with all evidence that might be used against the accused. All information regarding the preparation and procedures for an Honor Board hearing are outlined in the Hearing Procedures Manual.*

Article V. Advisory Council to the Honor Board

Section 5.01 Purpose

1. To assist the Honor Board and Stevens community as a whole in implementing and adhering to the Honor System.
2. To create an environment where issues and concerns of the Stevens community about the Honor System can be resolved.

Section 5.02 Function

1. To advise the Honor Board by making recommendations to improve the Honor System when requested to do so by the Honor Board.
2. To make an annual report on the state of the Honor System to the President of the Institute, the Honor Board, and the Student Development Committee of the Board of Trustees before the end of the academic year.

Section 5.03 Membership

1. The advisory council shall consist of administrators, faculty members, students, and alumni as outlined in the By-laws.

Section 5.04 Responsibilities

1. The members of the Advisory Council shall meet with the Stevens Honor Board when deemed necessary by either party, at least once per semester.
2. The Advisory Council may have access to Honor Board information and/or documents at the discretion of the Honor Board.

Article VI. Amendments

Section 6.01 Referendum

1. The Honor Board shall hold a referendum for the ratification of any proposed amendment upon receipt by the Honor Board of a petition bearing the signatures of fifteen percent (15%) of the undergraduate students enrolled in the Institute, or upon the Honor Board's own initiative.
2. Amendments shall become effective upon a two-thirds (2/3) affirmative vote of the undergraduate students voting provided at least one-third (1/3) of the undergraduate students vote.
3. The establishment of this, the Constitution of the Honor System of Stevens Institute of Technology, shall abolish all previously existing constitutions for the governance of the Honor System.

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