

William & Mary Honor Resolution Process

Incident



Initial Meeting



Investigation



Panel Authorization Committee



Panel

After seeing a potential violation, the Reporting Party must provide the student an opportunity to offer an explanation. If the student admits responsibility or if the explanation is insufficient, the Reporting Party submits a Report using our online report form (visit <http://www.wm.edu/report> and click on the “Report an Issue or Concern” button). The student then has two business days to report to the Honor Council or resign from the university. Once the student reports to the Council, the Honor Process begins. Reporting to the Council is not an admission of responsibility. **In certain cases, an instructor may propose Early Resolution of suspected Level I and II Honor Code violations (see [Honor Code Appendix I](#)) directly to the student rather than refer the matter to the Honor Council. This option is available only for first-time violations for undergraduate students)**

The Presiding Chair and the Procedural Advisor meet with the student to review their rights, provide an opportunity for the student to review the report and discuss the Honor Process. If the student has a Student Advisor, the advisor also may attend this and all subsequent meetings (including the Panel).

The Investigating Committee (generally two or three Honor Council members) meets with the Respondent, Reporting Party and any relevant witnesses to gather statements and information pertaining to the matter. The Committee compiles the materials into the Investigating Committee Report, usually within seven working days.

The Panel Authorization Committee (three other unbiased Honor Council members) meets to review the Investigating Committee Report. The panel determines if the information gathered “presents a question that warrants a panel proceeding.” At this point, the PAC can forward the matter to a panel, dismiss the matter for insufficient information, or refer the matter back to the Investigating Committee with a request for more information.

If the matter moves forward, the Presiding Chair and Procedural Advisor arrange a Pre-Panel Meeting with the student to review panel procedures, review all documentation related to the case, and discuss any special accommodations or concerns. The proceeding itself is divided into the Judgment Phase and, if necessary, the Sanctions Phase. A panel considers the student “not responsible” unless the available information establishes responsibility beyond a reasonable doubt. If a Respondent accepts responsibility, then the panel can bypass the Judgment phase and move directly to the Sanctions phase. After the panel, the Respondent meets with the Director of CVRP (or designee) to discuss the outcomes. The student then can submit an appeal within seven days.