Samford University
Student Honor Code Manual

Preface

The purpose of this Student Honor Code Manual is to describe generally the conduct standards for all Samford University undergraduate students, as well as student organizations, and to provide policies and procedures for upholding those standards. Although this manual contains numerous specific provisions, it is not intended to serve as an exclusive list of violations, powers, responsibilities, and procedures that extend to every potential circumstance. Rather, the manual provides guiding principles for acceptable student behavior and a framework by which the University will determine appropriate discipline for conduct that does not meet acceptable standards. While the Honor Council process is designed to assist in making findings and recommendations with respect to student conduct matters, ultimately it is the University, through the Office of the Vice President for Student Affairs, that makes decisions concerning student discipline. This Student Honor Code Manual does not constitute a contract between the University and its students, student organizations, or any other entity.

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I. INTRODUCTION

The Samford University Student Honor Code (hereinafter referred to as the "Honor Code") seeks to nurture intrinsic motivation for honorable actions, with hope that those actions will endure for God, for learning, forever.

The Honor Code calls Samford students to lives that give honor to God and respect to others. The Honor Code furthers Samford's mission to model ethical competency, foster academic achievement, and advance vocational potential, while encouraging social and civic responsibility and service to others. The Core Values of Samford embody specific expressions of the honor that Samford students aspire to. Those Core Values are:

- Belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord
- Engagement with the life and teachings of Jesus
- Learning and responsible freedom of inquiry
- Personal empowerment, accountability, and responsibility
- Vocational success and civic engagement
- Spiritual growth and cultivation of physical well-being
- Integrity, honesty, and justice
- Appreciation for diverse cultures and convictions
- Stewardship of all resources
- Service to God, to family, to one another, and to the community

As individuals made in the image of God (Genesis 1:26-27), all persons possess dignity and are worthy of honor. Scripture instructs that we are to honor others (Romans 13:7) and "always strive to do what is good for each other and for everyone else" (1 Thessalonians 5:15).

Samford students are to work wholeheartedly in all that they do to honor God (Colossians 3:23), toiling with integrity so that they need not be ashamed (2 Timothy 2:15). In all expressions of life, whether within or outside the classroom, on or away from campus, Samford students are to be honest and faithful (Luke 16:10), because actions reveal character.

As a community founded on the Gospel of Jesus Christ and the teachings of the Holy Scriptures, we are guided by Matthew 7:12: "So in everything, do to others what you would have them do to you,
for this sums up the Law and the Prophets."

Every student who enrolls in Samford University is expected to conduct himself or herself in a manner conducive to the highest sort of mental and moral development that is in keeping with the Christian ideals and traditions of Samford University. Samford University students are responsible for knowing and adhering to the information, policies, and procedures set forth in this document.

II. THE SAMFORD UNIVERSITY HONOR PLEDGE

Samford University students developed in 2017 the Honor Pledge, including its preamble. The Honor Pledge was approved by faculty, the administration and the Board of Trustees, and serves as the ideological foundation for the Honor Code.

Preamble

The Samford University motto - *For God, For Learning, Forever* - brings together our commitment to Christian heritage, the pursuit and transmission of knowledge, and enduring virtues. Only a particular kind of person and institution can aspire to and achieve such demanding principles. The various members of the Samford University community must embrace honor in all areas of life and scholarship. An honor pledge is therefore an appropriate expression of this commitment.

Honor Pledge

I believe that the members of the Samford community possess dignity and are worthy of honor. I understand that honoring others fosters academic achievement, personal growth, and spiritual development. I commit to hold myself and my peers to the standards of conduct and academic integrity maintained by the University. To this I pledge my sacred honor. For God, For Learning, Forever.

III. JURISDICTION

A. Jurisdiction

The Honor Code applies to and governs the conduct of all Samford undergraduate students from the point of enrollment, and it continues during academic terms for which they are enrolled, during breaks between terms, during University holidays and vacations, during summer terms or summer breaks, and during terms when they have not transferred, withdrawn, or graduated.

Samford University reserves the right to deal with behavior, regardless of its location, that is detrimental to members of the Samford community, including any behavior that is contrary to the mission and values of the University. The jurisdiction of the Honor Code includes conduct that occurs (a) on the Samford campus in Homewood, Alabama; (b) at the Daniel House in London, England; (c) at Finca de Samford in Costa Rica; (d) at any and all domestic or foreign sites during or in the course of University activities taking place there; (e) during or in the course of any internships or cocurricular activities sponsored, endorsed, or operated by the University (whether for credit or otherwise), irrespective of location; (f) during or in the course of any program or activity of a University-recognized student organization, irrespective of location; (g) while engaged in social media usage on or off campus; and (h) at any location at which a Samford student represents herself or himself as a Samford student, including, but not limited to, academic events and intercollegiate or intramural athletics. In addition to the foregoing, the Honor Code governs conduct that occurs anywhere that injures, damages, threatens to injure or damage, or misappropriates the well-being or the property of a Samford student, employee, or contractor. And jurisdiction extends to conduct that causes or threatens to cause an unacceptable disruption at the University or that interferes with an individual's right to a nondiscriminatory educational environment.

The violation of a local, state, or federal criminal statute (no matter where occurring) constitutes a basis for the exercise of jurisdiction under the Honor Code, whether or not public officials pursue or prosecute the matter. Samford University reserves the right to proceed with its own disciplinary action in such circumstances, at the discretion of the Office of Student Conduct, independent of and prior to the conclusion of any actions or prosecutions by public authorities which may be reviewing the same or similar conduct. Samford has no obligation to await the conclusion of public actions or prosecutions before taking its own disciplinary action.

If a student withdraws, transfers, graduates, or otherwise leaves Samford prior to or after an alleged conduct violation is reported, the Honor Code and its related procedures nonetheless will apply if the alleged conduct occurred while the student was enrolled in the University. Such post-enrollment jurisdiction will be exercised only with respect to alleged misconduct that took place while the student was enrolled at Samford, including, without limitation, allegations of academic misconduct or deceit in any proceedings of the Honor Council. Among other discipline that may be imposed in such a situation, Samford University reserves the right to rescind a diploma for a graduated student under circumstances where the conduct occurred prior to graduation.

B. Jurisdiction over Student Organizations

Student organizations are subject to the same conduct standards as individual students.

An organization may be held responsible for a conduct violation when:

1. One or more of its officers, members, or authorized representatives, in the course of activity on behalf of the organization, commits the violation; or
2. The violation occurs at an event that is sponsored, financed, or endorsed by an organization where the organization's officers, members, or authorized representatives knew or should have known that one or more of the participants engaged in conduct in violation of the Honor Code; or
3. The violation occurs on the premises owned, leased, rented, used, or operated by the organization where it is reasonable to believe that the organization's officers, members, or authorized representatives knew or should have known that one or more of the participants engaged in conduct in violation of the Honor Code.

Wherever conduct prescribed herein or procedures set forth herein refer to a "student" or "students," it also shall mean a student organization.

C. Behavior of Guests

Students are responsible for informing their guests of the Honor Code conduct standards. If the guest of a student violates any such standard, the host student may be determined to have violated the Honor Code and bear some measure of responsibility for the conduct of the guest, including being subject to discipline.

D. Sexual Discrimination and Misconduct

Notwithstanding any provision of this Honor Code, all allegations of sexual discrimination, relationship violence, or other sexual misconduct shall be reported to the University's Title IX Coordinator, and such reports will be assessed, investigated, and reviewed in accordance with the Samford University Sexual Discrimination and Sexual Misconduct Policy (the "Title IX Policy"). This Honor Code shall not have jurisdiction of any alleged conduct that is subject to the jurisdiction of the Title IX Policy. For additional information about the Sexual Discrimination and Sexual Misconduct Policy or Title IX of the Education Amendments Act of 1972, 20 U.S.C. § 1681 et seq., go to www.samford.edu/TitleIX.

E. Other Standards of Behavior

In addition to the Honor Code, documents such as the Residence Life Housing Contract, the Sexual Discrimination and Sexual Misconduct Policy, the policy on Alcohol and Drugs, any and all other University policies (including as set forth in the University Policy Manual and in the Student Handbook), and course syllabi set forth additional conduct standards for Samford students that may also subject students to the disciplinary processes of this Honor Code.

F. Questions concerning Jurisdiction

Any questions concerning the scope of jurisdiction of the Honor Code in a specific circumstance may be addressed to the Office of Student Conduct.

IV. STANDARDS OF CONDUCT AND VIOLATIONS

Samford students are expected to abide by the Honor Pledge and the conduct standards of the University, including as generally identified below.

A. Respecting the Dignity, Worth, and Property of Others

Samford students shall respect the dignity and worth of all persons. Respect for other individuals includes an appreciation of cultural backgrounds different from one's own, an understanding of differing attitudes and opinions, and an awareness of the consequences of one's actions on the broader community. Students must value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of natural resources. Student conduct that violates this tenet of honor includes, but is not limited to, the following:

1. Acting with intent to take, damage, exercise control over, alter, tamper with, or destroy the property of another person absent a good faith belief that the student has the right to do so, or acting recklessly without regard for the property of others, resulting in such property being taken, damaged, controlled, or destroyed.

2. Acting with intent to cause physical or mental injury to another person, or acting recklessly without regard for the well-being of another person, resulting in either (i) physical or mental injury to another person or (ii) placing another person in reasonable fear of imminent and substantial physical or mental injury.

3. Acting with intent to cause apprehension by conduct directed at another person that would cause a reasonable person to fear for his or her safety or well-being.

4. Engaging in unwelcome and abusive conduct that is sufficiently severe **and** pervasive as to alter the conditions of education or create an environment that a reasonable person would find unduly intimidating, threatening, harassing, or humiliating. The frequency of the conduct, its severity, and whether it is threatening or humiliating are factors that will be objectively considered in determining whether conduct is unwelcome and abusive. Unwelcome and abusive conduct includes behavior that is objectively calculated to bully, devalue, demean, or abuse another individual or group for any reason.

5. Engaging in the hazing of another person or group in violation of the University's anti-hazing guidelines.

6. Using or displaying lewd, indecent, profane, or obscene language or material.

7. Intentionally disobeying the instructions of a member of the Samford faculty, administration, staff, public safety officer, or an agent of Samford, who, in any such case, is authorized to make such directive.

8. Unauthorized entry into, use, or occupation of University buildings, facilities, equipment, or resources not then available to the individual, students, or the public.

9. Unauthorized possession or use of firearms and other weapons.

10. Taking any adverse action against a person because of, or in retaliation for, the person's reporting of a crime or conduct violation (including a violation of the Honor Code), or because of the person's participation in a University disciplinary or other proceeding.

B. Fostering Academic Achievement, Personal Growth, and Spiritual Development

Achievement, growth, and excellence of all persons in their academic, personal, and spiritual endeavors is foundational to the mission and core values of Samford. Samford students must regard personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social, and emotional wholeness. Students should also appreciate the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression. Students should foster the realization of these objectives, both personally and in others, and refrain from actions that detract from the educational, social, and residential environments that Samford intends to provide and that students expect to enjoy. Conduct that impedes these objectives is contrary to the educational and social environment of the University. Student conduct that violates this tenet of honor includes the following:

1. Disrupting a classroom, laboratory, library, guest lecture, or other University event or programming in a manner that unreasonably denies others the benefit of the instruction, experimentation, academic activity, or other event being conducted.

2. Participating in or inciting others to engage in unauthorized assemblies or demonstrations, or otherwise interfering with the rights of others to participate in or attend university classes, lectures, events, programs or activities. Subject to the preceding sentence, students are encouraged to engage in civil discourse and lawful assembly in accordance with governing University policies and procedures and applicable laws.

3. Demonstrating a pattern of disregard for the order, safety, or welfare of the University community. This includes, but is not limited to, accumulating five (5) or more campus parking or traffic citations during one semester.

4. Violating University Housing and Residence Life policies as outlined in the Student Handbook and the Residence Life Housing Contract.

5. Possessing or consuming alcoholic beverages on campus, or engaging in any conduct that violates the University's policy on Alcohol and Drugs.

6. Failing to comply with University policies prohibiting smoking, vaping, e-cigarettes, and the use of tobacco products.

7. Staking or risking money or something of value upon the outcome of a contest of chance (or a future contingent event not under one's control or influence) upon an agreement or understanding of someone receiving something of value in the event of a certain outcome (i.e., gambling). The foregoing is not meant to prohibit a bona fide business transaction.

8. Violating University computer, information technology, and intellectual property policies. Examples of such conduct include, without limitation, using the University technology systems to send obscene

materials, violating the copyright of another, transmitting bullying or degrading messages, or engaging in criminal conduct.

9. Using a recording device in a manner that violates the University's Recording Policy.

10. Using the names and marks of Samford University or any of its units other than as permitted in The Samford University Brand Standards, https://www.samford.edu/departments/files/Marketing/Samford-Brand-Standards.pdf. In particular, reference to "Samford" or suggestions of affiliation with the University in connection with any organization, publication, activity, or third party is allowable only with advance permission of the Vice President of Marketing and Communications.

11. Providing false testimony or other false evidence in connection with a University disciplinary or other administrative proceeding.

C. Practicing and Modeling Academic Integrity

Samford students shall adhere to the highest standards of integrity in all of their academic pursuits and encourage other students to do likewise. Students shall aspire to enable a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct that allow students and faculty to live and study together and anticipate the fair and efficient administration of these standards of conduct. Students shall not engage in conduct that gives or is intended to give themselves or another student a dishonest advantage in academic matters. Student conduct that violates this tenet of honor includes the following:

1. Offering for course credit as a student's own work, in whole or in part, the work of another.

2. Incorporating into student work offered for course credit text that is either identical or substantially the same as the work of another, unless the student (i) identifies the incorporated text with quotation marks, footnotes, or other appropriate markings and (ii) provides proper attribution of the original author and the work from which it was taken.

3. Use of artificial intelligence to cheat, copy, plagiarize, or create product in a manner that is inconsistent with the uses approved by the course instructor.

4. Offering for course credit work that a student previously offered for course credit in another course, unless advance permission is obtained from the instructor to whom the work is offered.

5. Obtaining or providing an unauthorized copy of a test, quiz, or assignment in advance of its scheduled offering by the instructor or proctor.

6. Taking a test, quiz, or examination, or completing an assignment for, another student.

7. Knowingly permitting another person to take a test, quiz, or examination, or complete an assignment for, oneself.

8. Giving, receiving, or otherwise using any information not authorized by the instructor during a quiz or examination test period.

9. Sharing without instructor authorization the contents of a test, quiz, or examination to a student who has not yet taken the test, quiz, or examination.

10. Taking, controlling, relocating, or tampering with the property of the University or another person or entity, if the student intends for, or should reasonably know that, such conduct will result in an unfair academic advantage.

11. Failing to comply with the directions of an instructor or proctor if the student knows or should reasonably know that doing so may result in an unfair academic advantage for any student.

12. Altering or falsifying academic or other student records, including, without limitation, transcripts, change of grade forms, class absence excuses, and drop/add forms.

13. Providing or receiving unauthorized assistance on a test, quiz, examination, assignment, project, or other academic assignment.

14. Knowingly making a false report of academic dishonesty by another student.

15. Fabricating, falsifying, or misrepresenting data, results, analyses, or other studies, presenting the results of research or studies not actually performed, or manipulating or altering data to achieve a desired result, including the willful failure to report or suppression of conflicting or unwanted data.

D. Holding Other Students Accountable to the Conduct Standards of the Honor Code

An essential component of student honor is holding fellow students accountable to the standards of the Honor Code. A Samford student who has knowledge of or is a witness to an act of another student thought to be in violation of the Honor Code must promptly report it. A student who aids or assists another student in conduct that violates the Honor Code may be deemed to likewise have violated the Honor Code, even if the student providing the aid or assistance does not participate directly in the commission of the violation. The purpose of this fourth tenet of honor is to require students to promptly report conduct that may be reasonably understood to constitute a violation of this Honor Code. There is no intent to encourage the reporting of rumored conduct or to require students to report conduct that is known to already have been reported pursuant to Honor Code procedures.

V. REPORTING AND INVESTIGATING VIOLATIONS

The University's Director of Student Conduct shall direct the affairs of the Office of Student Conduct, which will address issues of student conduct, including the investigation and processing of student conduct matters, consistent with the Honor Code and under the direction of the University. Any duty of the Director of Student Conduct set forth in this Honor Code may be completed by the Director of Student Conduct or another individual designated by the Vice President for Student Affairs.

A. Reporting Violations

A person should report a violation of the Honor Code to the Office of Student Conduct upon first becoming aware of the violation. Any person may report a violation of the Honor Code.

B. Refraining from Report-Related Discussions

To the fullest extent reasonably possible, a person reporting a violation to the Office of Student Conduct should refrain from mentioning the alleged violation to anyone outside the Office of Student Conduct. Every student accused of a violation of the Honor Code is entitled to a presumption of innocence and to confidentiality, to the extent reasonably possible, until the reported violation is resolved.

C. Investigations

When a student conduct matter is reported to the Office of Student Conduct, the Director of Student Conduct shall make a reasonable inquiry of the matter by taking steps to gather relevant information and evidence probative of whether there has been a violation of the Honor Code. Upon completion of the investigation, the Director of Student Conduct will decide whether or not to initiate a case.

VI. THE HONOR COUNCIL

The Office of Student Conduct, under the guidance of the Director of Student Conduct, shall establish an Honor Council and give direction and guidance to the procedures to be followed by the Honor Council. Pursuant to the process set forth herein, following any hearing the Honor Council shall make findings and recommendations to the Director of Student Conduct regarding any discipline to be imposed. The ultimate authority with respect to matters of student conduct and discipline belongs to the University.

Honor Council Members

An Honor Council shall be established to adjudicate alleged violations of the Honor Code by making findings of responsibility or lack of responsibility of an accused where necessary and by making recommendations as to an appropriate discipline or sanction in the event of a finding by the Honor Council of responsibility.

Members of the Honor Council will include students, faculty, and non-faculty employees. Although the Honor Council typically will conduct business during the Fall and Spring Semesters, members of the Honor Council are expected to be available to participate in Honor Council matters as may be necessary between the end of the Spring Semester and the beginning of the Fall Semester and during semester breaks when school is not in session.

A. Student Honor Council Members

1. Representation

   Student members of the Judiciary Branch of the undergraduate Student Government Association ("SGA"), including the SGA Chief Justice, shall be Honor Council members. Apart from the SGA Chief Justice (who is appointed pursuant to the process set forth in the SGA Constitution), the SGA shall appoint no fewer than 6 students to serve as members of the Judiciary Branch along with the SGA Chief Justice. Each University college or school offering undergraduate degrees shall have at least one undergraduate student to serve as a member of the Honor Council. Student Honor Council members may not serve as any other elected or appointed SGA officer during their term of service on the Honor Council.

2. Eligibility

Student Honor Council members shall satisfy each of the following requirements at the time of their appointment or designation and throughout their respective term of office:

- A composite Samford grade point average no less than 3.0 (on a 4.0 scale); and
- No finding of responsibility for an Honor Code violation during the 12-month period prior to their nomination or designation and during their term of office.

B. Faculty and Staff Honor Council Members

Faculty or non-faculty employees may volunteer to serve as Honor Council Members. Faculty and non-faculty may also serve by appointment of the dean of the college or school in which they serve. Each University college or school offering undergraduate degrees shall have at least one faculty or non-faculty employee to serve as a member of the Honor Council.

VII. PROCEDURES

A. Initiation of a Case

Upon completion of an investigation of an alleged conduct violation, the Office of Student Conduct shall assess the information and evidence submitted and gathered in order to make an initial determination of whether to formally initiate a case. A case shall be initiated if the Office of Student Conduct has determined that there is sufficient evidence of an alleged violation. At any point after a case has been formally initiated by the Office of Student Conduct through the sending of a Notification of an Alleged violation, an accused student is entitled to review all of the information and evidence submitted to and gathered by the Office of Student Conduct relevant to the matter. The way in which the information and evidence is shared by the Office of Student Conduct will depend on the circumstances and whether, in the discretion of the Director of Student Conduct, there is a need to do so in a manner that will protect against disclosure of confidential or legally protected information.

B. Notification of Alleged Violation

Upon initiation of a case, the Office of Student Conduct shall notify the student in writing (by email to the student's Samford email address) of the charge(s) of conduct asserted to be in violation of the Honor Code, and shall provide instructions for scheduling a **required meeting** with a Student Conduct Officer to discuss the allegations and sanctions. The Notification of Alleged Violation (the "Notification") shall generally include:

- the Standard of Conduct alleged to be violated;
- a summary of the behavior that allegedly violated the Standard of Conduct sufficient to inform the student of the specific circumstance and conduct underlying the alleged violation;
- a directive that the student must respond to the Office of Student Conduct within three (3) business days from the date on which the Notification was sent; and
- instructions for scheduling a required meeting with a Student Conduct Officer.

Once a student is notified of an alleged violation of the third tenet of the Honor Code concerning academic integrity, the accused student may not drop, withdraw from, or change status in the course affected until the process herein has been completed and the Office of Student Conduct, in consultation with the Office of the Provost, gives the student approval to do so.

C. Meeting with Student Conduct Officer

A student notified by the Office of Student Conduct of an alleged violation of the Honor Code shall have three (3) business days from the date on which the Notification of Alleged Violation was made (not counting the day it was made) to respond to the Office of Student Conduct and schedule a required meeting with a Student Conduct Officer to discuss the allegations and proposed disciplinary sanction(s).

During the meeting, the Student Conduct Officer and the student will discuss the alleged violation(s), additional information or perspectives the student would like to provide, and potential disciplinary sanction(s) that may be imposed by the Office of Student Conduct. Within three (3) business days following the meeting (not counting the day of the meeting), the Office of Student Conduct will advise the student in writing of any proposed discipline for the alleged violation.

In the event the accused student fails to respond to the Office of Student Conduct within the requisite three (3) business days from the time the Notification is received or fails to participate in the required meeting as scheduled, the Office of Student Conduct may proceed with a determination of sanctions to be imposed based upon the currently available information, or may, in its sole discretion, elect to have a matter heard by a Hearing Panel of the Honor Council. Failure to respond or participate in the meeting may also result in an additional sanction for failure to comply with a directive of a University official.

D. Acceptance of Responsibility and Discipline

Within three (3) business days of receipt of the written notice from the Office of Student Conduct regarding any proposed disciplinary action (not counting the day the email was sent), the accused student must respond and notify the Office of Student Conduct whether he / she elects to (1) accept responsibility for the violation(s) and the discipline proposed by the Office of Student Conduct, or (2) request, instead, to have the matter heard by a Hearing Panel of the Honor Council.

If the accused student advises the Office of Student Conduct that he / she accepts responsibility and the discipline proposed by the Office of Student Conduct, the student shall have no right to a hearing by a Hearing Panel of the Honor Council and the matter will be concluded by the Office of Student Conduct. If the accused student advises the Office of Student Conduct that he/she does not accept responsibility and the discipline proposed by the Office of Student Conduct and elects instead to have the matter determined by a Hearing Panel of the Honor Council, the Office of Student Conduct will initiate the processes herein to have the matter heard by a Hearing Panel of the Honor Council.

In the event the student fails to respond and notify the Office of Student Conduct regarding his / her election within that consideration period, the student will be deemed to have accepted responsibility for the allegation(s) as well as the discipline proposed by the Office of Student Conduct.

E. Hearings

1. An alleged Honor Code violation submitted by the Office of Student Conduct to the Honor Council shall be heard by a panel (a "Hearing Panel") consisting of five Honor Council members, three (3) of whom shall be student members and two (2) of whom shall be faculty or non-faculty employees.

2. The Office of Student Conduct shall endeavor to promptly schedule a hearing by a Hearing Panel for any matter as to which an accused student has declined to accept responsibility, has requested a hearing, or has failed to respond to the Office of Student Conduct within the requisite time as specified above. Should there be insufficient University business days remaining in a semester in which a hearing can be scheduled, the hearing will be scheduled as soon as reasonably possible or at the beginning of the next term.

3. A student alleged to have violated the Honor Code shall be given no less than five (5) days' prior written notice (by email to the student's Samford email address) of a hearing (not counting the day on which notice was sent). If the accused student fails to appear for the scheduled hearing without good cause being received by the Office of Student Conduct in advance of the hearing, the hearing will proceed in the student's absence.

4. To the extent a complaint or accusation was brought by a student or University employee, that person likewise shall be given no less than five (5) days' prior written notice (by email to the person's Samford email address) of a hearing (not counting the day on which it was sent).

5. The purpose of a hearing is to determine whether, in the view of the Honor Council in light of the information presented, the accused student is responsible for violating the Honor Code and to recommend any appropriate discipline if so. An accused student is presumed to be not responsible until found responsible by a preponderance of the evidence (i.e., it is more likely than not the student committed the violation charged) during a hearing.

6. The following general guidelines shall govern the hearing process:

    a. Hearings are to be managed under the direction and guidance of the Director of Student Conduct (who will not be a voting member of any hearing panel).

    b. Hearings are to be attended by the Director of Student Conduct, the Chief Justice (or, in the Chief Justice's absence, her/his designee), three student Justices, and two faculty staff Honor Council members, the accusing party, the accused student, and witnesses. Both the accusing person and the accused student may be assisted in a hearing by an advisor (consistent with Guidelines established by the Office of Student Conduct). Failure of the accuser or the accused to attend a hearing does not preclude the Honor Council from making a finding with respect to responsibility or a recommendation regarding discipline.

    c. Each Hearing Panel shall have a member chairperson as designated by the Director of Student Conduct.

    d. Hearings shall be conducted in private (i.e., non-public).

    e. Admission of persons to the hearing shall be as permitted by the Honor Code and at the discretion

of the Director of Student Conduct, consistent with guidelines established by the Office of Student Conduct.

f. For matters involving more than one accused student, the Director of Student Conduct may permit separate hearings for each accused student or a single hearing for all accused students involved in the same matter.

g. In rare circumstances as warranted, the Office of Student Conduct may accommodate concerns for the safety, well-being, and/or fears of confrontation between and/or among a complainant and accused or their witnesses during the hearing by permitting separate facilities, by using audio or audiovisual conferencing, and/or by permitting participation by telephone, videophone, videotape, audio tape, written statement, or other means, where and as determined by the Director of Student Conduct.

h. All procedural questions are subject to the final decision of the Director of Student Conduct.

i. A recording of all hearings shall be made and shall be maintained by the Office of Student Conduct. The record shall be the property of Samford University and shall become a part of the disciplinary records for a student conduct matter until the accused student is no longer enrolled at the University.

7. Subject to the direction and guidance of the Director of Student Conduct, hearings are to be structured in an orderly manner that typically would take the following course:

a. Before a hearing begins, the Director of Student Conduct and Honor Council members present shall convene and review the information provided by the Office of Student Conduct about the matter (including the Notification of Alleged Violation and all relevant information gathered by the Office of Student Conduct in the course of its initial investigation).

b. As a general rule, a hearing shall begin with the presence of the Honor Council Members, the accusing party (and any advisor), and the accused student (and any advisor).

- If a matter involves repeated violations of traffic/parking regulations, it shall not be necessary for a Campus Safety Officer or Transportation Services official to attend the hearing, although the Honor Council may request their presence to the extent necessary or helpful. And likewise, if a matter involves violations of Housing and Residence Life policies, it shall not be necessary for a Housing and Residence Life official (to include Resident Assistants) to attend the hearing, although the Honor Council may request their presence to the extent necessary or helpful.

- Except in cases involving repeated violations of traffic/parking regulations or violations of Housing and Residence Life policies, and absent extenuating circumstances, a person accusing a student of an Honor Code violation is expected to attend and participate in a scheduled hearing involving the alleged misconduct.

- In all cases scheduled for a hearing, whether or not the accusing person or accused student appears for the scheduled hearing, all relevant information shall be presented and considered by a Hearing Panel. Witnesses in support of either the accusing party or the accused student will not be present at the initial stage of the hearing.

c. Introductions of those present.

d. The reading of the charges of alleged Honor Code violation(s) by the chair of the Hearing Panel.

e. To the extent there is an accuser, that person will present their statement of the matter and introduction of any supporting documentary evidence. The accused student will then be allowed an opportunity to present a statement, respond to and question the evidence presented. At any time, members of the Honor Council may ask questions directly of either the accusing person or the accused student.

f. Witnesses will be allowed into the hearing only after the initial presentation of evidence and questioning has concluded. The chair of the hearing panel (in her/his discretion) shall determine whether and when to invite or dismiss witnesses to and from the hearing. Witnesses may be questioned at any time (consistent with appropriate hearing decorum as directed by the chair) by the Honor Council members, by the accusing person, and by the accused student.

g. After the chair of the hearing panel determines that both the accusing party and the accused student have been afforded a fair opportunity to make presentations and the Honor Council members have no further questions, all persons except the Honor Council members shall be dismissed so that the Honor Council members may deliberate.

8. Following a hearing, deliberations of the Hearing Panel shall be as to whether to recommend the accused student be found Responsible or Not Responsible, and if Responsible an appropriate sanction. A Hearing Panel may determine that an accused student is Responsible for a violation of the Honor Code only by a preponderance of the evidence (i.e., it is more likely than not based upon the evidence presented) and only upon the vote of a majority of the Hearing Panel present, and it may determine an appropriate sanction to recommend only by a majority of the Hearing Panel present.

9. Only in its consideration of discipline (not in connection with a determination regarding responsibility) may a Hearing Panel consider prior violations of the Honor Code and other misconduct by the student. The Student Conduct Coordinator thus shall provide the Hearing Panel with information concerning a student's prior conduct violations only after a determination of responsibility has been agreed upon by the Hearing Panel in the matter that is then before it.

10. Following its deliberations, the Hearing Panel shall make a recommendation to the Director of Student Conduct regarding whether the accused student should be found Responsible or Not Responsible, and if Responsible as to an appropriate sanction.

11. Upon receipt of the recommendation of a Hearing Panel, the Director of Student Conduct shall make a conclusive decision regarding whether the accused student is Responsible for a violation of the Honor Code and regarding the appropriate disciplinary sanction(s) to be imposed, if any. The decision of the Director of Student Conduct shall be communicated to the student in writing (by email to the student's Samford email address).

12. To the extent a student is found Responsible for a violation of the third foundational element of the Honor Code (*Samford Students Shall Practice and Model Academic Integrity*), the Office of Student Conduct will coordinate with the Office of the Provost before the Director of Student Conduct renders a

decision as to any discipline, and shall then communicate the decision to the student in writing (by email to the student's Samford email address). Once a decision has been made and communicated to the student, and after the decision is final (i.e., there has been no timely appeal, or an appeal has been concluded, or the Vice President has rendered a decision following any review), the Office of Student Conduct will coordinate with the Office of the Provost in communicating with the student's instructor(s) on how the finding of responsibility and discipline will impact the student's grade and remaining course work for the semester.

13. After a Hearing Panel has completed its work on a matter, future proceedings by a Hearing Panel concerning the same alleged violation will be permitted only if (i) there is substantial and newly discovered information that was not provided to the Director of Student Conduct or Hearing Panel in the course of the prior proceedings, or (ii) there is evidence of fraud, misrepresentation, or misconduct in the course of the prior proceedings.

VIII. DISCIPLINARY MEASURES

A Hearing Panel should recommend discipline prudently, exercising deliberate care to ensure that any sanctions imposed are suitable for the violation and consistent with the discipline required in other cases involving comparable conduct and consequences. Disciplinary measures that a Hearing Panel may recommend include, but are not limited to, the following:

A. Warning. An official written notice that the student has violated the Honor Code and that more severe disciplinary action may be taken should the student be involved in other violations while the student is enrolled at Samford University.

B. Account Hold. A hold may be placed on a student's account until the student completes all performance-based discipline (e.g., community service).

C. Campus Restrictions. A directive that prohibits or limits a student's participation in certain campus activities or access to certain campus buildings and facilities.

D. Community Service. A student may be required to complete an assigned number of hours of prescribed service to the campus or larger community.

E. Confiscation of Property. Items the presence of which are in violation Samford University policy will be confiscated and become the property of Samford University. Prohibited items may be returned to the owner at the joint discretion of the Director of Student Conduct and Director of Campus Safety.

F. Degree Withholding. An earned degree may be withheld until performance-based discipline is completed.

G. Educational Programming. Educational activities such as seminars, research papers, reflection letters, or alcohol and drug education may be required, for which there could be an associated fee. The Director of Student Conduct shall specify the subject of the programming, the specifications for its preparation or performance, the person or persons to whom such activity is to be presented, and the time by which such obligations must be completed.

H. Expulsion. Enrollment status at the University may be terminated and all campus privileges revoked.

I. Fines. Reasonable fines may be imposed.

J. Graduation Clearance. A student may be prohibited from participating in graduation activities, including commencement exercises, until all performance-based discipline is fully performed.

K. Honor Code Education. A student may be required to meet with a designated member of the Honor Council for a reflective and educational discussion of how the Honor Code guides and governs student conduct.

L. Loss of Housing. Occupancy of University housing by an individual student or by a student organization with designated University housing may be suspended or terminated.

M. Loss of Participation Privileges. Participation in University co-curricular activities or in a leadership role in a University-recognized student organization may be suspended or terminated.

N. No Contact Order. A No Contact Order may be issued in cases of, but not limited to, unwelcome conduct, harassment, hazing, or abuse (and which may include prohibition of communications of any kind and/or physical contact).

O. Parental Notification. Subject to the requirements of the Family Educational Rights & Privacy Act of 1974, as amended, its corresponding regulations, and other governing law, the parents or legal guardians of a student may be notified of a violation.

P. Probation. A formal written warning may be issued to a student, which may include contingent disciplinary actions if the student fails to comply with specified standards of conduct for a period of time (not to exceed 12 months).

Q. Restitution. Reimbursement or other compensation for damages to or loss of property that is proximately caused by a violation of the Honor Code.

R. Revocation of Academic Credit. If a student is determined to have committed an act of academic misconduct in violation of the third tenet of the Honor Code in a course for which academic credit has already been awarded, such credit may be revoked retroactively.

S. Skills Remediation Sessions. One or more meetings with a student Honor Council member intended to provide the responsible student with an improved understanding of academic integrity and the resources afforded to students to enhance their academic achievement.

T. Social Probation. A University-recognized student organization may be prohibited or restricted from having activities for its members, their guests, or the campus.

U. Suspension. Enrollment status at the University may be suspended for a specified period and all campus privileges revoked.

V. Written Reprimand. A formal, written reprimand specifying the violation to be included in the student's

education records.

IX. APPEALS

A. Grounds for Appeal

The grounds for an appeal of a decision by the Director of Student Conduct following a hearing may only be one or more of the following:

1. The Office of Student Conduct, the Director of Student Conduct, or the Hearing Panel failed to follow the published procedures of the Honor Code;

2. The discipline imposed for the violation is materially disproportionate to the severity of the violation in the circumstances; or

3. New and compelling evidence has been discovered that was not available at the time of the Hearing Panel's review of the alleged violation.

A student wishing to appeal the decision of the Director of Student Conduct following a hearing shall file a written Statement of Appeal with the Office of Student Conduct no later than five (5) business days following notification of the decision (not counting the day of notification). An appeal that fails to articulate one or more of the grounds identified above will be dismissed.

No decision of the Director of Student Conduct shall be stayed pending appeal unless the Director of Student Conduct explicitly authorizes such a stay in writing.

B. Establishment and Notification of an Appeal Panel

If the Director of Student Conduct determines that a Statement of Appeal has been timely-submitted and sets forth one or more permissible grounds for an appeal, the Office of Student Conduct shall endeavor to promptly schedule a hearing by an Appeal Panel consisting of (i) two (2) student Honor Council members and (ii) either one faculty Honor Council Member (for academic integrity violations) or one faculty or non-faculty employee Honor Council member (for all other violations). No member of an Appeal Panel shall have participated in the Hearing Panel for the matter appealed.

Should there be insufficient University business days remaining in a semester in which an Appeal Panel may hear an appeal, the hearing will be scheduled as soon as reasonably possible or at the beginning of the next term.

The student who has appealed shall be given no less than five (5) days' prior written notice (by email to their Samford email addresses) of a hearing by an Appeal Panel (not counting the day of notice). If the appealing student fails to appear for the Appeal Panel hearing as scheduled without good cause being received by the Office of Student Conduct in advance of the hearing, the hearing will proceed in the student's absence and on the basis only of the written Statement of Appeal.

C. Proceedings of the Appeal Panel

An Appeal Panel will be managed under the direction and guidance of the Director of Student Conduct (who will not be a voting member of the Appeal Panel).

An Appeal Panel will receive (i) all tangible information provided to the Hearing Panel prior to and during the hearing, (ii) the written decision of the Director of Student Conduct following the prior hearing, and (iii) the completed written Statement of Appeal. The Appeal Panel shall convene for the purpose of reviewing the foregoing information and discussing the merits of the appeal.

The appeal shall consist solely of a review of the aforementioned record, with the opportunity for the appealing student to provide remarks in support of an appeal and answer questions from members of the Appeal Panel. A student shall be entitled to one (1) advisor to assist with an appeal consistent with guidelines issued by the Office of Student Conduct.

An appeal is only a review and ***not*** a new hearing; new evidence will not be considered unless it is evidence that was not available to the appealing student at the time of the Hearing Panel's review of the matter and discovered only thereafter.

The Appeal Panel may do one of the following:

1. Affirm the recommendation of the Hearing Panel and/or the decision of the Director of Student Conduct both as to responsibility and discipline;
2. Affirm the recommendation of the Hearing Panel and/or the decision of the Director of Student Conduct as to responsibility, but recommend modification of the discipline;
3. Reverse the recommendation of the Hearing Panel and recommend that the Office of Student Conduct organize a new Hearing Panel for a new hearing with respect to the alleged violation(s); or
4. Reverse the recommendation of the Hearing Panel and request that the Office of Student Conduct dismiss the charges.

Following the recommendation of an Appeal Panel, the Director of Student Conduct shall make a conclusive determination regarding whether the appealing student is Responsible for a violation of the Honor Code and shall decide the appropriate disciplinary sanction(s) to be imposed, if any. The decision of the Director of Student Conduct shall be communicated to the student in writing (and sent by email to the student's Samford email address).

No decision of the Director of Student Conduct shall be stayed unless the Director of Student Conduct explicitly authorizes such a stay in writing.

X. DECISION BY THE VICE PRESIDENT OR PROVOST

A decision by the Director of Student Conduct following after a recommendation of a Hearing Panel or an Appeal Panel shall be final unless a review is requested of or conducted by the Vice President for Student Affairs (in the event it is a decision based on an alleged conduct violation) or the Provost (in the event it is a decision based on an alleged academic violation). Any request made to the Vice President for Student Affairs or the Provost must be made within five (5) business days following notification of the written decision of the Director of Student Conduct (not counting the day notification was sent). The Vice President for Student

Affairs (in the event it is a decision based on an alleged conduct violation) or the Provost (in the event it is a decision based on an alleged academic violation) may, as a matter of discretion, conduct a review whether or not requested. In reviewing the decision of the Director of Student Conduct, the Vice President and/or Provost are not bound or constrained by any determinations or decisions previously reached pursuant to the processes set forth in the Honor Code. The Vice President and/or Provost are entitled to review all materials considered by the Office of Student Conduct and the Honor Council, including the materials presented to a Hearing Panel and/or an Appeal Panel, and may, in their discretion, interview or consult with others who are knowledgeable about the matter as well as participants in the process, including the complainant, the accused, witnesses, advisors, members of the Honor Council, and any other individuals as they deem appropriate. Upon review, the Vice President or the Provost may reverse, uphold, modify, or rule otherwise with respect to any prior determination or decision; such ruling by the Vice President or the Provost shall be final, and there shall be no further review.

XI. AMENDMENTS

Any requests for changes, revisions, or amendments to the Honor Code shall be made in writing to the Office of Student Conduct. The Vice President for Student Affairs shall, in consultation with the Office of the Provost and the Office of General Counsel, make any changes, revisions, or amendments as deemed appropriate.

Effective Date: October 13, 2026