

Procedure upon Referral

1. Upon referral to the Honor System, a monitor will be placed on a student's account until such time as all action by the Honor System has been completed. In addition, as of the date of referral, the University will begin to monitor the student's request for delivery of official copies of the transcript to third parties.
2. A student may not drop a course, withdraw from a course, or withdraw from the University in order to avoid any sanction for academic misconduct. A class previously dropped or withdrawn from may be reinstated in a student's record if an Honor Code violation is found to have occurred after the student successfully dropped, withdrew from the course, or the University.
3. No other notation will appear on a student's transcript at this time.

Procedure if Student is Found "Not Responsible"

- If a student is found "not responsible" of the alleged Honor Code violation, the monitor on the student's account will be removed as soon as practicable and the student will be allowed to drop the relevant course should the student so desire.

Procedure if Student is Found "Responsible"

1. If a student is found "responsible" for an Honor Code violation, the following procedures will be followed:
 - The Honor System will notify all parties involved in the case, including the student, the faculty member/instructor, the student's department head, the faculty member's department head, the student's dean(s), and the University Registrar.
 - The professor of the course in which the violation occurred will be notified of any required sanction that may result in a student's grade change. The professor will process the paperwork for the grade change. The student's transcript will reflect any grade change; however, the transcript will not reflect the reason for the grade change unless the student receives an F*.
 - If the student is required to comply with the Academic Integrity Education Program (AIEP), the transcript monitor will remain in place. The AIEP includes a Part 1 seminar, a Part 2 online ethics module and a \$150 fee. Once the AIEP has been completed and paid for, the Honor System will remove the monitor on the student's account. No other notation will remain on the student's record regarding the Honor System violation.
 - A student who is assessed a sanction of F* as their final course grade shall have it documented on their transcript with the notation "FAILURE DUE TO ACADEMIC HONOR CODE VIOLATION." The F* sanction shall be treated as a final course grade of an F for the purposes of calculating Grade Point Average and determination of academic class standing.
 - If a student is suspended for one or more terms from the university, a permanent notation will be placed on the student's transcript stating that the suspension was due

to an Honor Code violation(s) and a student will be prohibited from registering during the suspension term(s).

- If a student is permanently dismissed from the university, a permanent notation will be placed on the student's transcript stating that the dismissal was due to an Honor System violation(s) and the student will be prohibited from registering or graduating from Virginia Tech.
2. In all cases, upon a grade change or other modification to a student's transcript derived from Honor System procedures, the University will re-send an official copy of the corrected transcript to all third parties that have received an official copy of the student's transcript as of the date of the student's referral to the Honor System.