



# NEW MEXICO MILITARY INSTITUTE

CORPS OF CADETS

## HONOR MANUAL

*“I would prefer even to fail with  
honor than to win by cheating.”*

*Sophocles, 496-406 BC*

Academic Year  
2016-2017

## **The Honor Code and System**

*“A cadet will not lie, cheat, or steal, nor tolerate those who do.”*

### **I. General Nature and Origin.**

Grave challenges confront our nation today and for the foreseeable future. It is more important than ever that this Institute stress the development of character and integrity in our Corps of Cadets. The Cadet Honor Code and System, adopted in 1921 by a unanimous vote of the Corps of Cadets, is officially recognized as the primary means by which character development is accomplished at New Mexico Military Institute.

The Cadet Honor Code requires that all members of the Corps of Cadets act honorably at all times in both word and deed, and permits no deviation from those standards. A cadet shall tell the truth at all times, and he or she shall not quibble or make evasive statements. In the academic environment, a cadet shall do his or her own work and neither cheat, plagiarize, nor take unfair advantage of his or her classmates in any manner. Each cadet is responsible for maintaining these high honor standards.

To NMMI cadets, honor means a sense of what is right, just, and true, and *a desire to live by such standards*. Honor is a basic attribute of good character. It is based on a respect for one's self and for others. It requires self-discipline and moral courage. It suggests straight thinking and honest dealing rather than a complicated system of ethics. If a cadet is true in thought, word and deed, there is no question about him or her meeting the standards of the Corps of Cadets. On the other hand, evasive statements or the use of technicalities to conceal guilt are not tolerated at the New Mexico Military Institute. The goal of the Cadet Honor System is character development through right action.

## **II. Violations of the Honor Code.**

- A. The provisions of the Cadet Honor Code are simple. A cadet will not lie, cheat, or steal, nor tolerate those who do. These provisions of the Code include not submitting, as the cadet's own, the writing or work of others without giving credit for the idea, passage, and/or plot of another's work (i.e., plagiarism). A cadet is also responsible for reporting any suspected violation of the Honor Code (toleration).

### **III. Reporting Violations of the Honor Code.**

There are three ways to report violations of the Honor Code:

- A. **Self-Admission:** A cadet reports him or herself for an apparent violation of the Honor Code to an honor representative or other proper authority out of conscience.
- B. **Self-Reporting:** A cadet violates the Honor Code and reports him or herself to an honor representative or other proper authority as a result of being confronted by another cadet or member of the faculty and staff.
- C. **Reporting:**
  - 1. Anyone with knowledge of an honor violation must report the alleged violation to an honor representative or other proper authority immediately. The accused must be confronted by the accuser with the facts of the accusation and given the opportunity to explain his or her conduct. If the explanation is unsatisfactory, the accuser states so and recommends the accused speak to an honor representative. The

accuser shall then report the alleged violation to an honor representative or other proper authority immediately.

2. In the case of an academic allegation, the accused cadet shall make a response to the academic chain of command within two (2) school days after being informed of the alleged violation by the reporting faculty member. The cadet shall be responsible for scheduling a meeting with the reporting faculty member to explain his or her conduct and begin the academic review process. If the explanation is unsatisfactory, the reporting faculty member shall inform the cadet of his or her intention to comment on the cadet's response and forward it to the appropriate Department Chair. The Department Chair shall comment on the response and forward it to the appropriate Associate Chair. The Associate Chair shall comment and forward the response to the Vice Dean/High School Principal or to the Academic Dean. The Vice Dean/High School Principal or the Academic Dean shall comment and forward the response to the Honor Officer, to be forwarded to the Honor Board Chair.

The outcomes of the academic honor review could be: 1) the alleged violation is unsubstantiated and withdrawn; or 2) the violation is substantiated and the response documentation is forwarded to the Honor Board Chair or other proper authority for action.

#### **IV. Administration – The Honor Board.**

##### **A. Membership:**

1. The Honor Board comprises all classes, except the Sixth (6<sup>th</sup>) Class. This is to include members from the First Class, the Second Class, the Third Class, the Fourth Class, and the Fifth Class. Members of the Honor Board are subject to removal, for cause, upon request of a member of the Honor Board, by unanimous vote, and by the action of the Commandant of Cadets. New Cadets shall not serve on the Honor Board.

##### **B. Duties of the Members of the Honor Board are to:**

1. Sit as members of the Honor Board and to investigate all cases which involve violations of the Honor Code;

2. Bring out the facts of the case so a fair decision can be made;
3. Orient and instruct all cadets on the principles, purposes and practices of the Honor System; and
4. Instill in the members of the Corps of Cadets honor in thought and actions through *personal example, loyalty, moral courage, and integrity*.

C. Officers and Duties:

1. The officers of the Honor Board shall be a Chairman, Vice-Chairman, and Secretary.
2. Officers of the Honor Board for the next academic year shall be elected by and from the Rising Honor Board. The election shall be held in April and the results announced to the Corps of Cadets at the first formation after the election.
3. The Chairman shall:
  - a. Preside over the Honor Board at all meetings and speak for the Board in announcing the findings and the results of

any vote upon a challenge or other question;

- b. Appoint a committee to investigate each violation of the Honor Code reported to him or her, not allowing an underclassman to investigate an upperclassman;
- c. Fix the hour, date and place of assembly for the formal investigation of charges when recommended by the Investigating Committee, after conferring with the accused and his or her counsel;
- d. Notify, in a timely manner, the accused cadet's parent or guardian of the alleged Honor Code violation through the Office of the Commandant;
- e. Notify the Commandant, or his representative, of the time, date, uniform, and place of assembly for each investigation by the Honor Board, together with the names and participants in the investigation;

- f. Summon any cadet witness requested by the Investigating Committee, the Honor Board, the accused and his or her counsel;
- g. Offer to appoint as counsel a member of the Honor Board should the accused fail to select a counsel from the Corps of Cadets;
- h. Be responsible for the fair, orderly, and timely conduct of each case investigated before the Honor Board;
- i. Rule on all questions raised during the investigation other than challenge for cause. Such rulings may be objected to by any member of the Honor Board, in which case the investigation will be interrupted and the question put to a vote;
- j. Announce to the Corps of Cadets, in the case of a true bill, the findings of the Honor Board and action by the Deputy Commandant, unless appealed to the Commandant, at the first formation following the action taken by the Deputy Commandant; and

- k. Prescribe in appropriate Standing Operating Procedures the operations of the Honor Board, to include, but not limited to: qualifications of board members, processing of reported honor violations, responsibilities and procedures, accused rights and responsibilities, procedural actions of the Honor Board and its Committees. Such Standing Operating Procedures shall be provided to the accused and his or her counsel prior to the beginning of an investigation in order to assist in preparing for and participating in pre-investigations and hearings.
4. The Vice-Chairman shall act for and perform the duties of the Chairman during the latter's absence and, while so acting, he or she shall be vested with all authority and responsibility of the Chairman.
5. The Secretary shall be the recorder of the Honor Board and shall keep a record of the minutes of the Honor Board and, together with the Chairman, shall authenticate all written records of such meetings.

#### D. Proceedings:

1. A member of the Commandant's staff will serve as an ex-officio member of the Honor Board for purposes of advice and direction but without voting power.
2. Members of the faculty and staff, approved by the Commandant of Cadets, will serve as observers of the Honor Board process, but they will not participate and will not have voting power.
3. Any cadet accused of a violation of the Honor Code shall have the right to:
  - a. Face his or her accuser and explain his or her conduct regarding an alleged honor violation;
  - b. Be informed promptly of the specific alleged honor offense by the Investigating Committee;
  - c. Have the assistance of counsel of his or her choosing from the Corps of Cadets during the pre-investigation and during the hearing;

- d. A reasonable time in which to prepare a defense;
  - e. An impartial pre-investigation;
  - f. A fair and prompt hearing;
  - g. Call witnesses in his or her own behalf during a pre-investigation and during a hearing;
  - h. Cross-examine witnesses during a pre-investigation and during a hearing;
  - i. Give in his or her own words, orally or in writing, the merits of his or her case or to remain silent and to be given ample time to exercise such election any time during the investigation; and
  - j. Challenge any member of the Honor Board *for cause*.
4. If an Honor Board member desires to initiate action and is convinced of a violation, he or she will direct the accuser to write down all facts, to include the name of the accused and

his or her class, the time and date of the alleged violation, the nature of the violation and the names of witnesses, if any. The accuser shall sign the report. The Honor Board member shall present the report to the Chairman of the Honor Board.

5. Upon receipt of the report, the Chairman of the Honor Board shall appoint an Investigating Committee from among members of the Honor Board, in accordance with established Standing Operating Procedures of the Honor Board, and shall designate one of the appointees as Chairman of the Investigating Committee.
6. The Investigation Committee shall conduct its activities in accordance with established Standing Operating Procedures of the Honor Board. The Committee shall notify the accused of the specific Honor Code violation that he or she is charged with and shall advise the accused of his or her rights. The Committee shall make a thorough and impartial investigation and report its findings, together with its recommendations, to the

Chairman of the Honor Board. If the Committee recommends that the accused cadet be brought before the Honor Board, the Chairman shall set a time and date for the hearing that should not be more than 7 – 10 days hence and shall notify the accused again of his or her rights.

7. When a hearing is in progress only members of the Honor Board, the members of the Investigating Committee, the accused and his or her cadet counsel, the designated staff or faculty observer, and the Institute Legal Advisor shall be present. The Chairman may authorize the Rising Honor Board representatives to be present. Witnesses will be present only during the time that they are being questioned. The Chairman will announce at the start of each investigation that the proceedings, including the findings, are confidential and they shall not be discussed with any person outside of the investigating room.
8. Once the case comes to a hearing before the Honor Board, the Chairman of the

Investigating Committee shall present the charge in the name of the Corps of Cadets of the New Mexico Military Institute. The other member(s) of the Investigating Committee may act as an assistant(s) if so directed.

9. The accused may challenge any member of the Honor Board for cause. Deliberation in voting upon a challenge will be in a closed Honor Board meeting, and the challenged member shall be excused. A unanimous vote shall decide the question of sustaining or not sustaining the challenge.
10. Each member sitting on the Honor Board shall have an equal voice and vote in deliberating upon and deciding all questions submitted to a vote by ballot.
11. All voting on any question, including the findings, shall be in a closed Honor Board meeting. Prior to the voting, all persons, excluding members of the Honor Board sitting on the case in question and the Institute Legal Advisor, shall leave the room. After the room has been cleared, a vote will be taken and the result will be communicated by the Chairman

to the accused and to the Deputy Commandant of Cadets immediately. The signed written records of the proceedings will be provided to the Deputy Commandant of Cadets within twenty-four hours.

12. Each Honor Board member present is required to cast a vote when a vote on any question is taken.
13. An Honor Board member who has prior knowledge of a violation or of any facts bearing on the case is obligated to recuse himself/herself from the pre-investigation and/or hearing.
14. The Honor Board shall hear the evidence and determine a “true bill” or a “false bill.” The former requires a three-quarters vote of all sitting Honor Board members. The voting shall be done by secret written ballot; the mechanics of distribution, collection, and counting the ballots will be handled by the junior member of the Honor Board. When the Chairman has verified the count, he or she shall announce the result of the vote to the

members of the Honor Board, and to the accused cadet.

15. The Chairman will communicate the Board decision and recommendations to the Deputy Commandant of Cadets for action, following it with a complete record of proceedings within twenty-four hours. The findings of the Honor Board are not official until Board results are approved by the Deputy Commandant for Operations, unless appealed to the Commandant of Cadets. The results are announced to the Corps of Cadets by the Chairman of the Honor Board after they have been finalized.
16. The cadet found to have violated the Honor Code may appeal the Honor Board findings and recommendations and the decision of the Deputy Commandant to the Commandant of Cadets. After a decision is rendered by the Commandant, the accused cadet may appeal only alleged violations of due process to the President/Superintendent.
17. All evidence revealed in the Honor Board proceedings not directly related to the alleged

offense will not be considered for later disciplinary action against any of the participants.

**V. Non-Compliance with the Honor Code.**

- A. A finding by the Honor Board that a violation of the Honor Code (“true bill”) has occurred may result in the following penalties. The cadet:
1. May receive honor remediation for a first offense, depending on the type and severity of the offense, and the status of the cadet, old, yearling, or new cadet.
  2. May be suspended or dismissed from NMMI;  
or
  3. May be suspended from NMMI if found to have “tolerated” the offense.
- B. A cadet found in violation of a second honor offense shall be suspended or dismissed from NMMI.
- C. A finding by the Honor Board that a violation of the Honor Code did not occur (“false bill”) may result in a recommendation for sanctions should the Board determine that the cadet’s conduct was

so egregious as to call into question his or her character.

- D. Cadets who are suspended from NMMI as punishment for an honor offense may apply for re-admission to the Institute after one semester (e.g., a cadet who is suspended in the second semester of the school year is eligible to apply for re-admission for the spring semester of the following school year.) A cadet who applies for and is re-admitted to NMMI under this provision shall remain under Honor Probation. The Commandant of Cadets shall determine the provisions of Honor Probation to which the cadet shall agree prior to being re-admitted. Should the cadet fail to satisfy Honor Probation in its entirety, the cadet shall be suspended or dismissed from NMMI.

## **VI. Rising Honor Board.**

- A. The nominees for the Rising Honor Board shall observe the operation of the Honor Board and the Honor Committee and learn all those operations of the Honor Board which will prepare them for their duties as members of the Honor Board.

- B. The Rising Honor Board members shall be nominated and selected at the beginning of the second semester.

## **VII. Conclusion.**

- A. Living by the Honor Code simply requires straight thinking and honest dealing. It requires acting in good conscience without evasion or deception, and a cadet who lives to those standards need not be afraid that he or she will violate the Code. The details and explanations have been presented for the purposes of guidance, whereas it is fully understood that honorable intention and honorable action are the real criteria of successful living. This manual presents for each cadet not only an Honor Code, but a way of life.