

## **Academic Honor Code**

### **Overview of Procedures**

#### **For Faculty Reporting a Suspected Infraction**

Instructors who suspect a student of an honor code infraction should refer to the Student Handbook which describes the Academic Honor Code and the details of the Academic Honor Board procedures. You should also seek guidance from the Dean of the College, a Class Dean or the chair of the Honor Board.

Here is a brief rundown of how to proceed when you suspect an infraction of the Code has occurred:

If you suspect a student has violated the Academic Honor Code, you should first speak with the student whose work is in question. This is not mandatory, but it is an opportunity for the instructor to get a better sense of what might have taken place. If you suspect collusion, you should speak individually to the students involved. Cases that come to the Academic Honor Board (AHB) may not be clear-cut, and it is important that the instructor remain open-minded and convey a non-judgmental manner when discussing concerns with the student.

If after speaking with the student you believe an AHB hearing is warranted, you should give the student the opportunity to report herself to the chair of the AHB and let you know when she has done so. If the student chooses not to report herself, you should report the suspected infraction, either to the Dean of the College or to the chair of the AHB, and then inform the student.

Once you have reported a suspected infraction, the work (paper, exam, e.g.) in question should be submitted to the Honor Board Chair, c/o the Dean of the College. If the issue is plagiarism, please include the sources for the work in question so that the AHB can understand the extent of the infraction. Make copies of everything you submit.

Do not grade the assignment or give the student a final grade in the course until the issue has been resolved by the AHB.

The student may neither drop the course nor change the grading option after being reported to the Honor Board. If the student has registered for the course with the S/U option, the Board has the option of changing the grading option to a letter grade.

**Confidentiality is extremely important.** Though you may seek advice from others, in your department, for example, the name of the student in question must not be revealed.

## **Overview of Procedures for Students Reporting a Suspected Infraction**

Should you wish, you may seek guidance about any Honor Code issue by speaking to the Dean of the College, a Class Dean or the chair of the Honor Board.

Here is a brief rundown of how to proceed if you believe you have witnessed a violation of the Honor Code:

You may speak with the student in question about your observations and inform her that you are going to report her to the Academic Honor Board - or, you may ask the student to report herself.

You may also report the suspected infraction directly to the chair of the Board without telling the student in question. The chair of the Board will contact the reported student directly. Your name will not be disclosed to the reported student without your consent.

As the reporting student, you will be called to the Board to clarify your observations in the matter.

**Confidentiality is extremely important:** You must not reveal to anyone the identity of the student you reported (other than to the Board), not even to the instructor of the course in which the suspected infraction occurred.

## **Overview of Procedures for Students Who Have Been Reported**

If you have been reported for a possible infraction of the Honor Code, you should first talk with the chair of the Academic Honor Board (AHB). She will explain exactly how the Board proceeds and what you should expect.

You should also talk with your class dean. Your class dean will serve as your adviser in the proceedings and will attend your hearing. You may also select another person from the college community to accompany you to the hearing as a support person, in addition to the class dean, although this person may not address the Board or ask questions at any time.

The Board chair will set a hearing date, and you are required to attend the hearing. If you are studying away when the hearing is scheduled, you may choose to proceed with the hearing through other means of communication (teleconference, Skype, e.g.) or wait until you return to campus.

No grade will be given for the work that has been reported, and no grade for the course will be submitted until the issue is resolved.

Remember that the hearing is just that: a hearing, during which the Board will listen respectfully and carefully consider all information before arriving at a decision about the outcome.

You may neither drop the course nor change the grading option after being reported to the Honor Board. If you have registered for the course with the S/U option, the Board has the power to change the grading option to a letter grade.

**Confidentiality is extremely important:** The Board and anyone connected to your hearing take this very seriously. They will not discuss the case outside of the hearing, and your name will not be revealed to anyone not directly involved with the hearing. The Board advises that you also respect the confidentiality of the hearing.