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. http://www.smith.edu/sao/handbook/socialconduct/honorcode.php You may also seek guidance from the Dean of the College, a Class Dean or the chair of the Honor Board.

If you suspect a student has violated the Academic Honor Code, you must report it to the Academic Honor Board by writing to the Chair of the Honor Board honorboard@smith.edu and the Dean of the College dlisker@smith.edu.

The Honor Board is responsible for determining whether or not an infraction took place and what the appropriate penalty should be.

You should speak privately with the student whose work is in question. This is not mandatory, but it is highly encouraged as an opportunity for you to get a better sense of what might have taken place.

If you suspect collusion on an exam, homework, etc. 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 you remain open-minded and convey a non-judgmental manner when discussing concerns with the student.

After speaking with the student(s) you should give the student the opportunity to report herself to the chair of the AHB and to let you know when she has done so. A student may refuse to report herself, but you must report any suspected infraction.

Once you have reported the suspected infraction you should submit the material that led you to suspect an infraction (e.g. paper, exam, homework.) to the Honor Board Chair, c/o the Dean of the College. If the issue is plagiarism, include the sources for the work in question so that the AHB can understand the extent of the infraction.

In the case of anomalous and identical or very similar answers on an exam a sampling of comparable answers written by other students may be useful to the Board. 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.

A student may neither drop a 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.