

HONOR COUNCIL BASICS

Professors' responsibilities:

- Explain the system before using it (i.e. before the first quiz, test, or bluebook exam); remind students that they are responsible for reporting violations they observe.
- Keep a seating chart (note: failure to identify where students were sitting has stymied several hearings and resulted in dismissals of cases. Honors' Council also stressed that it's important that either you assign seats via a chart or write the chart yourself after students sit down)
- Quickly follow up on unsigned pledges where the student hasn't checked the box indicating his/her action was deliberate. You can do this via e-mail.
- Send legitimately unsigned pledges to Barb Schmidt in the Dean of Students' office. If you have suspicions about a student, communicate that in writing to the Honors Council via Barb. Don't confront the students yourself.
- Hold onto exams until cases are resolved. You may, in the meantime, report scores. In cases backing into finals, the Honors Council will provide direction about grades.

The Process:

- Accused students are notified in writing of accusations and hearings.
- Hearings require that 5 Honors Council members be present.
- After a hearing, the Honors Council makes an assessment. They may decide no violation has occurred, that there is insufficient evidence to make a determination, that "test etiquette" was violated, or that there was cheating.
- Before and after the Hearing, an Honors Council representative should contact the professor to discuss the situation.
- A student receives a warning after a "test etiquette" violation; after a determination of cheating, the Honors Council assesses a penalty, which the professor then applies.
- The process is documented. The Honors Council intended to implement a record-keeping system similar to that used for other academic integrity violations.