

Do you think there was a potential breach of the Academic Honor Code?
It's time to *CONFRONT* the problem.

Invitation to Conversation:
This is often done in person or by email and expresses suspicion of a breach.

Confrontation:
Express your concerns, and allow the other party to explain their actions and respond to the accusation. This conversation should be conducted in private and with consent (preferably behind closed doors). Discussing someone's academic work and private information without consent is against the spirit of the Honor Code and considered a violation of privacy. If you wish to consult another faculty member, please consult one of the Faculty Representatives to the Honor Board. After having had this conversation with your student, did you still feel that there was a breach of trust?

Yes:
In deciding that there is a need to move forward with a hearing, you are not deciding that the student is guilty, but you are merely deciding that there is a case which the Honor Board must consider. Ask the student to report him/herself to the Head of the Honor Board (honorboard@brynmawr.edu) within **48 hours**.

No:
The situation is resolved! Thank you for all your help and cooperation. The Honor Code works because of your continued support!

The **confronted party** must report him/herself to the Honor Board, briefly explaining the situation. This should include the name of the confronting party, the title of the course in question, and the professor of the course in this correspondence.

If you, the confronting party, have not heard from the Honor Board about the report, you are encouraged to contact the Head of the Honor Board letting them know that there was a potential breach of the Honor Code. Please include the name of the confronted party and the title of the course in question in this correspondence.

Statement Collection & Review:
The Head of the Honor Board will request statements from both the confronting and confronted parties to be submitted within **72 hours** after notification of an Honor Code breach. This statement should be detailed and as thorough as possible containing details on the assignment/exam/quiz in question and dates/dialogue associated with the incident and confrontation (a sample Statement Template is available online).
The Head of the Honor Board and the Dean of the Undergraduate College will review the documents submitted and at this time consider whether additional witnesses should be contacted to supply information.
Upon collecting all the necessary material, the Head of the Honor Board will get in touch with both the confronting and confronted parties about scheduling a hearing.

The Hearing:
All parties present at the hearing will have the opportunity to review all of the documents submitted. The hearing will start with exploring the statement of the confronting party and will be followed by questioning by the Honor Board. The confronting party will then be dismissed. Next, the statement of the confronted party will be explored and questioned by the Honor Board. Then the confronted party and his/her supporting Dean will be dismissed.

Deliberation:
The Honor Board will then review all that's been said at the table, evaluate whether or not there was an infraction of the Honor Code, and will then create resolutions that will be centered on the restoration of the student to the community. You will have no part in the final deliberation, but you may suggest resolutions to the Honor Board.

Delivery and Follow-Up:
The Head of the Honor Board and Dean of the Undergraduate College will deliver the resolutions agreed upon by the Honor Board to the confronted party and his/her supporting Dean. They will also give the student a timeline for which the resolutions must be followed through and will inform the student of his/her right to an Appeal. Appeals may only be reviewed by the President of the Undergraduate College based on procedural grounds. No new information will be reviewed.
Should you wish to discuss the matter further, short of appeal, address yourself to the student's dean, who will generally be able to explain or clarify.