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THE HONOR CODE

1989

I. Honor Code

A. Introduction

As students of Haverford College, we accept the responsibility of upholding the standards and ideals of the Honor Code, which supports and sustains our community.

The Honor Code depends for its effective operation on both our personal concern for each other and our collective concern for the maintenance of the community standards reflected in the Code. Both concerns are central to the functioning of the Code, and both have meaning only as they form the basis for the conduct of our daily lives. The Code makes it possible for members of a diverse student body to live together, interact, and learn from one another in ways that protect both personal freedom and community standards. It makes it possible for a climate of trust, concern and respect to exist among us, a climate conducive to learning and growing, and one without which our community would soon deteriorate.

In order to keep the atmosphere of trust, concern and respect, we must be willing to face situations which may be uncomfortable. We cannot expect to feel at ease when confronting another student about his/her actions. But even if difficult, we must take upon ourselves individually the responsibilities stated in the Code, or be ourselves in violation of the Code because of our failure to act.

All students at Haverford, including Bryn Mawr, Swarthmore and University of Pennsylvania students enrolled in Haverford courses, are obligated to adhere to the Code, and are under its jurisdiction while on this campus, and while doing work for Haverford courses.

We realize that as part of the Haverford College community, our actions affect those around us and the reputation and the spiritual quality of this institution. We understand that membership in the Haverford community is dependent on commitment to the Honor Code, as illustrated by our

signing the Honor Pledge card, which states: "I hereby accept the Haverford Honor Code, realizing that it is my responsibility to uphold the Honor Code and the attitudes of personal and collective honor upon which it is based." We all must sign the Honor Pledge prior to our admission or readmission to the college, and our withdrawal from this commitment will result in separation from the community.

B. Process

As individuals who are also members of a community, we are obligated to examine our own actions as well as the actions of those around us in the light of their effect on the community. If it becomes clear through self-reflection or through expressions of concern by others, that either our academic or social conduct represents a violation of community standards, we are obligated to report this breach to the Honor Council, even if doing so means a trial and the possibility of separation from the college. Similarly, we must confront others when their conduct disturbs us. Since we do hold ourselves responsible for each other, the failure to confront or to report another student involved in a breach of the Honor Code is itself a violation of the Code. When we confront another student whose behavior has disturbed us, we must recall that this process is a dialogue in which each party first tries to understand the standards and values of the other in order to avoid self-righteousness or the appearance of moral superiority. Often the initial discussion is sufficient to resolve a problem between students. In cases when it is not, or in cases when this dialogue is not possible, a third party is asked to help resolve the difficulty. Often this third party will be a member of the Honor Council. If this attempt is unsuccessful, or if it appears that an academic infraction has occurred, then an Honor Council member will be asked to participate. A member of the Honor Council may act on behalf of another student in an initial confrontation if this process would cause the student involved undue emotional anguish or place him/her in physical danger (i.e., cases of physical assault or rape). If a resolution cannot be reached, the Honor Council will decide if the situation needs to be resolved in a trial or if it can be resolved on

a more informal level. A trial is necessary if a student is suspected of having violated our community standards and must, therefore, answer to the community for his/her actions. All academic violations fall in this category, as follows:

Violations of an academic nature are particularly serious because they directly break down the trust among students and between students and faculty members. It is our obligation to question others when we feel that their actions are not consistent with a professor's instructions or with our understanding of academic integrity. We are likewise obligated to ask any student involved in a possible academic violation to report himself or herself to a member of Honor Council. If the student involved does not do so promptly, it becomes our responsibility to take the matter to the Honor Council.

Members of the faculty follow a similar procedure in cases of suspected academic violations. They first discuss the problem with the student, then, if not satisfied that a breach of the Code did not occur, urge the student to report him or herself to the Honor Council. If the student does not do so promptly, the faculty member will take the matter to the Honor Council.

C. Specific Concerns

The Honor Code applies to both the academic and social spheres of Haverford College. As students we are responsible for proper conduct and integrity in all of our scholastic work. We must follow a professor's instructions as to the completion of tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. All sources used in the preparation of written work should be properly cited and in the case of such assignments or open-book exams, only those sources which have been specifically permitted should be used. It is important that each student be absolutely clear about what his/her professor expects, as professors may, in special cases, waive some of the general restrictions above.

Our social relationships should be based on mutual respect and concern. Invasion of privacy, exploitation of others, theft, acts of violence, disrespect for personal or college property, sexual or racial harassment, and drug or alcohol abuse are examples of actions contrary to this mutual respect and concern. We must consider how our actions may be hindering our own or others' pursuit of an education and how our actions may affect the college and how our words may affect the sense of acceptance which underlies an individual's participation in the community. We recognize that the expression of certain values, such as, but not limited to, racism, sexism, and heterosexism, lessen this sense of acceptance and thus damage Haverford's community.

With this Code, however, students should not be discouraged from expressing their values, because such discouragement could lead to unproductive self-censorship. Rather, all students are encouraged after encountering values which they find degrading to themselves or to others, to initiate dialogue with the goal that such communication can lead to the raising of consciousness in our consideration of one another's actions."

II. Procedures and Definitions

A. Honor Council

The Honor Council is an elected group of 16 students (four from each class) which administers the Honor Code on behalf of the community.

Although, as described in the Code, we are each responsible for doing our part to uphold the standards of the community, some administrative responsibilities must be carried out by a community body. In addition we may sometimes be unable to resolve conflicts with others or actions may occur which breach the trust of the community in a very serious way. It is the Honor Council's task to manage the administrative aspects of the Honor Code and to help resolve difficult situations and apparent violations of the community's trust.

Among the administrative responsibilities of the Honor Council are the following: producing literature about the Code for prospective students; introducing freshmen, transfers, and new faculty members to the Code; publishing abstracts about

past cases; advising faculty about specific situations they may discover; and informing the community of campus issues related to the Code.

One of Haverford's goals as an institution is to develop a sense of integrity and community awareness in its students. For this reason we are expected to resolve our differences with each other and with the community rather than to allow them to develop into feelings of distrust and ill will. Any student who feels that he/she has violated the Honor Code is obligated to report him/herself to an Honor Council member. If a problem arises which cannot be resolved by the students involved, the confronted student is asked by the confronting party to contact an Honor Council member to help. If a confronting party has asked the confronted student to contact an Honor Council member, and a Council member has not acknowledged this report to the confronting party within one week of the request, then the confronting party is obligated to report the matter him/herself. The Council member will discuss the situation with those involved. If unable to find a resolution at this point, or if it appears that an academic infraction has occurred, the Council member will bring the matter to the entire Honor Council to seek their opinions and suggestions. All cases brought to the Honor Council are kept in strict confidence by council members. Cases of suspected academic dishonesty are automatically brought before the Honor Council as a whole because they violate the trust not only between students but between students and faculty members. In both academic and social cases, the Honor Council may ask the students and faculty members involved to attend a meeting of the Honor Council to discuss the problem, or the Council may wish to convene a trial to resolve it.

The Honor Council will decide whether or not a trial is necessary according to the nature of the alleged infraction and the attitude of the student involved. Almost all cases of suspected academic dishonesty are resolved in a trial, as are all other instances in which a student flagrantly takes advantage of the trust of the community.

B. Elections

The Honor Council is made up of 16 students, four from each class. The chairperson and the

secretary are elected by the entire student body, and the other fourteen members are elected by the members of their classes only. All council members serve one-year terms, except all first-semester and two second-semester freshmen, and seniors elected in the second semester. Elections are staggered to allow overlap in Council membership of new and experienced members. Elections are held during the first two weeks in September and immediately following the Students' Council elections in February. As a Student Government officer, the Honor Council chairperson is elected in February. In September, four freshmen and two members from every other class are elected. The freshmen serve for only one semester. The Honor Council secretary is also elected in September, for a one-year term. To maintain a balance of class membership, the secretary's class has three regular representatives instead of four. In February, the freshmen class again elects four members. The two with the greatest number of votes serve one-year terms. The other classes elect two members for one-year terms, except the chairperson's class, which elects as many members as needed to balance the class allocation.

C. Trial Procedure

If the Honor Council decides that a trial must be held to resolve a problem, it will select a jury of 8 of its 16 members as well as 4 random members of the community selected from a monthly 25-person jury list, to serve at the trial. The chairperson of the Honor Council is automatically a member of every jury, except in extenuating circumstances, when, with the permission of the student involved and the Dean of the College, another member of the Honor Council may serve as acting chairperson. The jury's task is to find a resolution which balances, as fairly as possible, the interests of the community as a whole and those of the individual student involved. The jury will answer three questions: 1) Does what happened constitute a violation of the Honor Code? 2) If it does, what were the circumstances under which this occurred? and 3) What is an appropriate action in response to this problem?

Before the trial, the confronted student and the

confronting party will be informed by an Honor Council member about the trial procedure and their roles in the process. The confronted student must be informed in writing of the reasons why he/she was referred to the Honor Council, and the Honor Council must explain to the student why a trial is being held to resolve the situation. The student must be informed of who will be on the jury. He/she may remove up to three members if he/she feels they cannot be objective. The confronted party may bring another community member to the proceedings for support.

At the beginning of the trial, the chairperson will give a brief review of the trial's purpose, answer any procedural questions, remind those assembled of the need to maintain confidentiality, and ask jury members whether they feel they can be objective.

The first part of the trial will focus on the facts. The confronting party will tell the jury what he/she believes the problem is, and why he/she felt it should be brought to the Honor Council. The student will then give the jury his/her view of the situation. The jury will be free to ask fact-seeking questions of all parties. After the jury feels that it has no more fact-seeking questions, the two parties will leave the room.

During the next part of the trial, the jury will decide whether or not it feels that the event described transgresses the values and standards of the community, as expressed in the Honor Code. This decision must be reached through consensus. During the course of a trial, the jury may request that the confronted party return to answer more factual questions. When this occurs, the confronting party will be given the option of either returning to the proceedings or waiving his/her right to be there. If there is more than one confronted or confronting party in a trial, the jury has the right to request that an individual person be questioned out of the other's presence. For this action to take place, the confronted and confronting parties must give their consent.

If the jury feels it needs to recess until the following day, it may do so. During a recess, jury members may not discuss cases in progress with anyone, except other jurors and for support

purposes. All individual discussions will be brought to the entire jury's attention at the next jury meeting.

If it is decided that the student's actions were not in violation of the Code, the matter is dropped, and both parties are so informed. If, however, it is decided that the actions were in violation of the Code, then the student will return. All points made in the confronted person's absence will be repeated to him/her by the chairperson. The jury will ask him/her about the circumstances surrounding the event in question.

After this discussion, the student will be asked what he/she feels is a fair resolution of the problem and why. The jury will then discuss various resolutions with the student. When the chairperson feels it appropriate, the student will leave the room, and the jury will continue discussing resolutions and will reach consensus on one which it feels is just.

After this initial consensus, the jury will adjourn for at least one, but no more than two days to think privately about the issues involved in the trial, and to rest. A juror will inform the confronted and confronting parties of the jury's tentative resolution. At this point, jury members will not discuss cases in progress with anyone, including other jurors. The jury will then reconvene and either reaffirm its position or reach consensus on another action. The confronting and the confronted parties will then be asked to return to hear the jury's resolution and, if they disagree with this resolution, to present their own to the jury.

The confronting party, the confronted party and the jury will discuss their reasons for making their decisions; the confronting and the confronted party will leave; the jury will decide if it wants to change its recommendation. The jury will then reach a final consensus on a recommendation which the chairperson will present both orally and in writing to the confronting party, the student, and the Dean of the College. Before the trial is adjourned, the jury will choose one of its members to act as a liaison between the jury and the President in the event of an appeal. The liaison's function will be to speak with the Presi-

dent to explain the jury's position and answer any questions.

In an academic case, if the Dean of the College feels that the jury's resolution is unsatisfactory, he/she may make a recommendation of his/her own to the professor, after discussing the recommendation with the jury. A student's final grade in a course is the professor's decision, as neither the jury nor the Dean can do more than recommend to a professor that a certain grade be given in a course. However, in cases where the jury and/or Dean recommend that a student be separated from the College, or any other sanction which does not involve a grade alteration, the professor has no jurisdictional power to change that resolution. In such cases, and in social cases, if the Dean strongly disagrees with the jury's recommendation, he/she may make an alternative recommendation to the President of the College after having spoken to the jury about its recommendation. The President will then have the final word on what will be done.

A student has a period of five days from the time of the trial's completion in which to appeal to the President to change the resolution. The appeal must be presented orally and in writing, and may be made on either substantive or procedural grounds.

D. Consensus

All decisions made by the Honor Council, including those approving Council publications, are made by consensus. This method depends on reaching unity; it is time-consuming and requires that all present avoid obstructionism in a common search for agreement, but it has the great advantage of not leaving behind an unhappy minority.

It should be noted, however, that unity does not necessarily require unanimity. When discussion has reached a point where the chairperson proposes a decision that clearly has the support of the "weight of the group," remaining dissenters can, and often do, withdraw their disagreement in order that unity be achieved. If the disagreement is fundamental, and goes to the level of conscience, the dissenter may block consensus and discussion must continue with the object of finding a new formulation that is satisfactory to

all. If consensus among all jury members cannot be reached after lengthy discussion, then, with the agreement of all jury members, consensus can be declared with any dissenters being recorded as standing outside of it. There can be no more than two dissenters.

E. Plagiarism

If a student represents "another person's ideas or scholarship as his/her own" (p. 53 Faculty Handbook), that student is committing an act of plagiarism. Students are expected to properly cite (in footnotes, quotations, and bibliography) all sources used in the preparation of written work, including examinations, unless otherwise instructed by the professor who assigned the work. It should be noted that some professors consider the memorization and reproduction of material without citing its source as an act of plagiarism.

It is each student's responsibility to find out exactly what each of his/her professors expects in terms of acknowledging sources of information on papers, exams, and assignments.

F. Jurisdiction

The values and ideals of the Honor Code should be internalized to the extent that they are demonstrated in all that we do. There is, however, a more limited sphere of activity to which the Honor Council ordinarily directs its attention. Matters which would tend to overburden the Code (i.e. bookbag checks in the library, parking violations) are not handled by the Honor Council, but by the appropriate offices of the College. On the other hand, violent and life-threatening situations which require immediate action are handled by the administration of the College. The Honor Council is concerned with matters which are considered to be between these two extremes. There are, however, occasional situations which do not necessarily require immediate action, but which are, legally, administrative concerns and at the same time student concerns socially. Such cases will be dealt with by a joint student-administration committee, consisting of four Honor Council members (to be chosen by the Council and the Dean) and the Dean of the College. Examples of situations where such a

committee will be used are drug dealing, sexual abuse, and cases where legal authorities are active on campus. If a student wishes to appeal a decision made by this committee, the appeal must be made to the President of the College.

G. Ratification

1. At Spring Plenary there must be a $\frac{2}{3}$ vote in favor of ratifying the Code, followed by $\frac{2}{3}$ of the student body signing and returning their ratification cards within two days of Plenary. Ratification cards will be due Thursday and Friday following the Spring Plenary. The ratification card collection box will be located on a table in the back of the Coop, with many copies of the Honor Code accessible on other tables nearby. There will be an Honor Council member present at this location to answer any questions and to receive any criticisms of the Honor Code which arise in discussion.

Ratification cards will read as follows:

I have thoughtfully re-read the Code and I once again affirm my agreement with its principles and I reaffirm my commitment to live by the Code. Feel free to write any comments, questions or criticisms.

2. Having ratified the Code as described, only members of the community who have not signed ratification cards must sign pledge cards which will read as follows:

I have thoughtfully re-read the Code and I once again reaffirm my commitment to live by the Code. Feel free to write any comments, questions, or criticisms.

a. Those students who do not return their pledge cards before the end of the semester will be sent cards during the summer, along with a copy of the Honor Code, to reconsider their faith in and the willingness to work for the Code.

b. Those students who do not return their pledge cards during the summer will be asked to sign their cards during registration in the fall.

c. Those students who do not sign their cards during registration will be considered by Honor Council to determine their willingness to remain part of the community.

III. Honor Council Responsibilities

A. Community-Wide Responsibilities

1. In the interest of keeping the community informed, abstracts are written and published within four weeks of each trial. They are detailed enough to outline the issues, but vague enough to protect the confidentiality of the people involved. No names or revealing information such as specific dates, classes, instructors or, in social cases, any detailed information which would identify any individual, are included. Abstracts may be published for mediations and discussions as well if the Honor Council feels that the community could benefit from their distribution. All abstracts are kept on file by the Honor Council chair and passed on from year to year and read by all Honor Council members. Following the publication of an abstract, any member of the community who would like to speak to the Council about the trial should notify the chairperson and attend the next Honor Council meeting to discuss the trial.

2. The Honor Council should be involved in the education of the community about social concerns such as alcohol abuse, sexual harassment, emotional stress and drug abuse. While the Council members are not trained to be crisis counsellors, the Council can serve as a source of information about where students can go for help. In addition, the Council can serve as a consciousness-raising body, by holding discussion, sponsoring collections and lectures, and distributing queries about these sensitive issues.

3. The Honor Council should post signs and otherwise remind students that the form, content, and degree of difficulty of any examinations are not to be discussed during finals week. While this rule applies for all exams, it is especially crucial to remind students of the importance of exercising discretion and of not discussing examinations during finals week.

4. It is the responsibility of the Honor Council to provide up-to-date and informative literature about the Honor Code for prospective students. The Council should keep the admissions office informed of any changes or new developments which would be of interest to prospective students.

5. During Customs Week, the Honor Council should spend a substantial amount of time discussing the Honor Code with freshmen and transfers. There should be an introduction to the entire group of incoming students made by the chairperson, and an historical perspective of the Code given by an appropriate community figure. The introduction should be followed by at least two meetings involving each customs group and its Honor Code orienteer. Honor Code orienteers will be Honor Council members and upper-classmen who have undergone training sessions with the Honor Council. It is recommended that the introduction and the first of these meetings take place on the same day, and the second meeting on the next day.

6. As student leaders and representatives of the community, Honor Council members are urged to participate in community-oriented activities such as Collection, special lectures, plenary, and community celebrations.

B. Responsibilities to the Individual

1. All matters involving individual students which are brought to the Honor Council's attention must remain in strict confidence. No Council member shall discuss cases in progress with other students who are not members of the Council. After a matter has been resolved, Council members may discuss the case in abstract, but should be extremely careful not to reveal the identity of anyone involved.

2. While precedent is to be used as a guide in handling concerns, each case is still to be considered on its own merits. If a case must be resolved in a trial, Council members who feel that they cannot be objective should remove themselves from the jury.

3. The Honor Council must follow the stated procedures for handling concerns. A breach of procedure will be grounds by which the confronted student, in the hope of altering the Council's decision, may appeal to the President of the College.

C. Responsibilities within the Honor Council

1. The Honor Council is charged with interpreting the sections of the Code that leave room for

flexibility. It is, for example, the Honor Council's responsibility to decide if a situation warrants the convening of a trial or if it can be resolved on a less formal basis. It is the Honor Council's responsibility to handle each case as a unique situation, yet keep in mind that it is also one of a number of similar occurrences, and will therefore serve as a precedent for future cases brought to the Honor Council. In interpreting the Code, it is the Honor Council's responsibility to consider both the community and the individual involved, and to try to find the balance between what is best for both.

2. The Honor Council meets on a weekly basis, to discuss current issues involving the Code and any individual concerns which members of the larger community have brought to the Council's attention. These meetings are closed to the community at large, as confidentiality must be observed. However, anyone may attend an Honor Council meeting by making prior arrangements with the chairperson. In addition, minutes of meetings will be published on a regular basis, to keep the community at large informed of the Honor Council's actions. The chairperson can call special meetings in addition to the weekly meetings if it is necessary to do so.

3. After trials, the Council members who were on the jury will discuss the trial in detail with the rest of the Council, sharing their impressions, reactions, and reasons for reaching the decisions they did. This discussion is an important educational experience for both the jury members and the rest of the Council. It is important that there be constructive criticism of the process and the performance of the jury so that improvements can be made.

4. New Council members are given a thorough introduction to the functioning of the Honor Council. They should read the filed abstracts of past cases and be informed of policies and interpretations the Council is adopting. In choosing jury members, there should be a healthy mixture of experienced and inexperienced Council members, so that new members can gain experience while there is still continuity and overlap in jury membership.

5. At the end of the second semester, Honor Council members may need to remain on campus for a few extra days to finish cases and hold trials, if they cannot wait until the next year.

D. Responsibilities of the Honor Council Secretary

1. The Honor Council secretary is a full member of the Honor Council and participates in all discussions and mediations which occur in the Council as a whole. It is the specific duty of the secretary to take notes and publish minutes of Honor Council meetings, and to take care of the typing and copying of Honor Council publications. Since these tasks can be time-consuming, the secretary can be relieved of some other Honor Council duties, at his/her own discretion.

2. Since the secretary and the chairperson are elected on a staggered basis, it is also the responsibility of the secretary to aid the new chairperson in adjusting to his/her office and to inform him/her of cases which have been carried over from one chair to the next.

E. Responsibilities of the Chairperson

1. The chairperson is also a member of the executive council of the Students' Council and is expected to attend the Students' Council meetings and take part in its activities as well as those of the Honor Council.

2. The chairperson is responsible for seeing that all procedures are followed and that the Honor Council's responsibilities are carried out.

3. It is the chairperson's responsibility to see that all Honor Council members participate and share in doing the Council's work. If some members of the Council are not doing an adequate job, he/she should talk to those members and voice his/her concern to them. If improvement is not noted, then the entire Council should discuss the problem. A continued deficiency can result in the Council's forbidding (by consensus) a student to run for re-election to the Honor Council.

4. At the end of his/her term, the chairperson will submit a report to the next chairperson which describes the Council's activities (in brief) over

the past year, and which gives hints about what to expect and how to deal with specific problems which may arise.

5. The Honor Council chairperson will keep the Dean of the College informed of cases which come to the Council's attention. After every trial, the chairperson will notify the Dean of the College of the recommendation of the jury within 24 hours of the trial's completion. The chairperson will subsequently submit a report to the Dean giving a reasonably detailed account of the trial and the resolution agreed upon by the jury.

6. At the first faculty meeting of every semester, the Honor Council chairperson will report to the faculty the past semester's Honor Council activities, trials, and concerns. At the beginning of every year, an orientation for new faculty members will be held before classes start. All new faculty, and those who have been away for a year or more, will be expected to attend.

7. At the end of his/her term, the Honor Council chairperson will submit a written report to the President of the College, reviewing the past year's cases and Honor Council activities. The President of the College will refer to this report before he/she decides to renew the policy of student administration of the Honor Code for the coming year.