

The Honor Code

Adopted February 21st 1999

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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 our 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.

Honor Council

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

Although 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 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 Honor Council are the following: producing literature about the Code for prospective students; introducing first year students, 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.

A. Consensus

All decisions made by 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.

B. Elections

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 first-year students, 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 by the end of the third week of the spring semester. The Honor Council Chair is elected in the first week of December, in accordance with procedure outlined in Article III section 4 part 2 of the Constitution. In September, four first-year students and two members from every other class are elected. The first-year students 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 first-year 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.

If the "No Vote" category wins a plurality of votes for secretary, one more open election will be held. This election will take place a week after the initial election to allow ample time for candidates to make themselves known. If no student candidate receives a plurality of votes, elections for other representatives will be held according to the class positions available. Candidates for secretary will be recruited from the newly-formed Honor Council, and another community-wide election will be held. If "No Vote" category wins/ties yet again, Honor Council will have the right to appoint an interim secretary (or secretaries) from among its members. Whether the Honor Council member is elected or appointed, his/her term will end in February. Elections for the remainder of the year-long term will be held according to this same procedure.

Jurisdiction

The Honor Code applies to both the academic and social realms of Haverford College.

Academic Concerns

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.

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. A gross act of plagiarism constitutes a student's withdrawal from the commitment to the academic honesty required by the Honor Code, and will normally result in separation from the community.

Social Concerns

Our social relationships should be based on mutual respect and concern. We must consider how our words and actions may affect the sense of acceptance essential to an individual's or group's participation in the community. We strive to foster an environment which genuinely encourages respectful expression of values rather than unproductive self-censorship. Upon encountering actions or values which we find degrading to ourselves and to others, we should feel comfortable initiating dialogue with the mutual goal of increasing our understanding of each other.

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.

All cases brought to the Honor Council are kept in strict confidence by council members.

Confrontation

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. A member of 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).

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.

Members of the faculty follow a similar procedure in cases of suspected of 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 himself to Honor Council. If the student does not do so promptly, the faculty member will take the matter to the Honor Council.

B. Academic Trial

If a resolution cannot be reached, Honor Council will decide if the academic situation needs to be resolved in a trial. 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. Almost all cases of suspected academic dishonesty are resolved in a trial.

1. Trial Procedure:

The Honor Council will designate a non-involved Council member to explain to the confronted individual the alleged charges, to explicitly inform the person of his or her rights, to familiarize the individual with the trial procedure, and to describe the implications and purpose of each step of the trial process. If Honor Council decides that a trial must be held to resolve a problem, 6 of its 16 members, along with 6 randomly chosen members of the community, will serve as the jury. The random jurors will be chosen from a random jury list maintained by the Honor Council Secretary. The Honor Council will pursue the goal of achieving a more diverse jury by ensuring that at least three members of the 12 members of the jury will be representative of Haverford's multicultural population. This will be accomplished by randomly selecting the appropriate number of jurors from a multicultural list maintained by the Honor Council Secretary. The balance of the jurors from the community will be chosen from a list of the general student population. The chairperson of Honor Council is automatically a member of every trial or other procedure, except in extenuating circumstances, when, with the permission of the student involved and the Dean of the College, s/he need not be. The Honor Council Chair shall act in an appropriate capacity specific to each procedure (i.e. either as chairperson, jury/panel member, or support person to the chairperson). In cases where the Honor Council Chair will not be leading the procedure, Honor Council will appoint an experienced Honor Council member best suited to chair the trial, Student Facilitation Panel or Joint Student Administration Committee. When the Honor Council Chair does not chair a trial/panel, the abstract for that trial/panel will include the role the Chair played in the trial/panel, and the specific reason(s) for this decision.

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. Although this is a community based on trust, when the jury is presented with a conflict, it is the duty of its members to balance their trust with their obligation to determine what has happened before they can arrive at a resolution. If they are ultimately satisfied that their conclusion is correct beyond a reasonable doubt, then they may find the student in violation despite his/her claims to the contrary.

iving the Chairperson's report detailing the trial. re making a decision, the President will speak with the jury liaison. Following their discussion, the President will have week (while present at the College) to make his/her final sion on what will be done.

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

Summer Trial

ne end of the academic year, the Secretary of Honor Council have gathered from among the entire student body a list of nteers willing to serve on a summer trial. If a violation is rted after the beginning of summer break then the rperson of Honor Council will contact members of Honor ncial and invite five of them to the College where they will de whether a trial is necessary. If such a trial is called two tional jurors will be selected randomly from the list of nteers. Transportation for all jurors will be funded by the ege.

procedure is optional and the confronting and confronted ies may refuse and instead wait until the fall to resolve the e according to the standard trial procedure. If this special edure is chosen, however, the confronted party may remove one member of the jury, not the usual three.

IDENT FACILITATION PANEL TO RESOLVE SOCIAL CASES"

n the initial discussion during a confrontation or a ussion mediated by Communication Outreach is sufficient solve a problem between students. In cases when it is not, n cases when this dialogue is not possible, a Student litation Panel will be called by Honor Council. The Panel's ary goals are facilitating respectful communication with the nt of reaching some common understanding, and uraging individuals to take responsibility for past actions. cture of Panel: This Panel will consist of six members of the lents' Association, three of whom will be Honor Council nbers trained in mediation, including the Chair, and three be randomly selected community members. Two of the el members will be chosen from the multicultural list ntained by the Honor Council Secretary, and at least one be a student not currently serving on Honor Council. The edure followed by such Panels is as follows:

ORIENTATION

or Council will designate a non-involved Council member meet separately with each party in order to explain the ose and implications of the Facilitation Panel process. At time the confronted party will be informed of who will serve he Student Facilitation Panel. The confronted party may ove up to two members if he/she feels they cannot be ctive. During these meetings, the Honor Council member also help each party to articulate his/her concerns about the e to be shared with the other party and the Panel. Each party then prepare a comprehensive statement explaining every e which s/he wishes to discuss. This statement will be read ach party as well as the Panel prior to any further meeting.

REPARATORY MEETING

Panel will meet to discuss the parties' written statements. his meeting the Panel will be given an introduction to the cess and the basic principles of mediation. This introduction l emphasize impartiality and confidentiality, the format of procedure, and a reminder of the goals of this process. At meeting the Panel will look at the following sorts of sions:

- How and why did the communication breakdown occur?
- What are the personal issues that the parties should address?
- What are the community issues that should be addressed?

In considering these types of questions, the Panel will discuss how they envision the Facilitated Dialogue to proceed.

3. FACILITATED DIALOGUE

After this preparatory meeting, the Panel and the disputing parties will meet. The parties will each tell their account without interruption. Following the opening narratives, the Honor Council Chair will guide a discussion of the relevant issues and concerns. The discussion and the questions asked will attempt to encourage self-examination and the understanding of the opposing perspectives. This discussion will continue until one of the following occurs: 1) The parties have reached an agreement upon resolutions to their dispute. In this case, the Facilitated Dialogue will be followed by the procedure outlined in 4a. 2) The parties and the Panel reach consensus that further dialogue will not be productive. In this case, the Facilitated Dialogue will be followed by the procedure outlined in 4b.

4a. Consideration of Tentative Resolutions Generated During Facilitated Dialogue

The meeting will adjourn for at least 24 hours. During this time all parties, including members of the Panel, will reflect on whether or not the tentative resolutions are comprehensive and sufficient. The Panel will meet during this time to discuss any possible additions or revisions to the tentative resolutions.

4b. Deliberations to Consider Alternative Resolutions to Unsuccessful Facilitated Dialogue

The Panel will meet separately in order to deliberate about how the parties' concerns might be addressed despite the apparent impossibility of further constructive dialogue. They then will formulate and reach consensus upon resolutions.

In either 4a or 4b, if one party, or a Panel member, believes that a violation of the Honor Code might have occurred, this possibility will be discussed by the Panel. In order to reach a decision on whether there has been a breach of the Honor Code, the Panel may gather any additional contextual information they think is necessary. This may include contacting additional persons. At the conclusion of this portion of the process the Panel will reach consensus on any statement of violation, if they deem such a statement necessary, as well as possible resolutions.

5. DISCUSSION OF RESOLUTIONS

Same as in "Presentation of the Resolution" in Academic Trial Procedure.

6. APPEAL

Same as in Academic Trial Procedure.

V. Special Concerns

A. Administrative Concerns

Matters which would tend to overburden the Code (i.e. bookbag checks in the library, parking violations) are not handled by Honor Council, but by the appropriate offices of the College. Also, violent and life-threatening situations which require immediate action are handled by the administration of the College.

the jury will answer three questions:

Does what happened constitute a violation of the Honor Code?
If it does, what were the circumstances under which this occurred?
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 is referred to Honor Council, and 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. If the confronting party is a student, s/he may bring another student to act as a support person.

If the confronting party is a member of the faculty, s/he may consult with another member of the community for advice and support (as outlined in the Faculty Handbook) although they could not reveal the identity of the confronted party. Faculty members will not attend the trial proceedings as support people.

It is strongly recommended that a support person for a confronting party have no direct connection to the issue involved in the trial.

The role of a support person is to be available (whether attending a trial or not) for emotional support. Broadly speaking, support people are not supposed to be "witnesses" or "legal counsel," although their specific role in any particular trial is up to the Chairperson.

Final Finding

At the beginning of the trial, the chairperson will give a brief view 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. In 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 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.

All persons involved in the trial, including confronting and confronted parties, support persons, and jurors, should consider the importance of maintaining confidentiality insofar as it affects all others involved in the trial.

Jury Deliberation

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. His 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.

Circumstantial

If 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.

Jury Deliberation

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.

If the jury's resolution involves separation of the confronted party, it should also include a letter to the community that is to be written by the confronted party upon returning to the College. This letter should address the effects of separation on the confronted party's role in the community and in relation to the Honor Code. Once the abstract is released, this letter should be delayed by an amount of time equal to the length of separation set by the jury's resolution.

Presentation of the Resolution

The confronting and confronted parties will then be asked to return to hear the jury's resolution and, if they disagree with this resolution, 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 or administrative offering of alternative resolutions. The liaison's function will be to speak with the President 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, s/he may offer alternative resolutions to the President. The Dean's recommendation will be presented only after discussion with the jury about the resolutions, and not longer than one week after

VII. Honor Council Responsibilities

asionally, situations may arise which do not necessarily require immediate action, but which are, legally, administrative concerns and at the same time concern students socially. Such cases will be dealt with by a joint student-administration committee, consisting of four Honor Council members (to be chosen by Council and the Dean of the College), the Dean of the College, and one additional Dean. 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.

A. Community-Wide Responsibilities

Assessment

1. In the interest of keeping the community informed, abstracts must be written within four weeks of every trial, joint panel, or SFP. Abstracts must be released immediately upon being written, unless one or more of the individual(s) involved in a trial, panel, or SFP requests that the abstract be delayed. If an individual(s) requests that the abstract be delayed, Honor Council will weigh the importance of keeping the community informed with the effects of immediate release on the confidentiality of involved individual(s). Honor Council will then reach consensus on whether or not to withhold the abstract. Abstracts may be withheld for no longer than one year.

In cases of alleged harassment (including those anti-semitic, homophobic, racist or sexist) brought before Honor Council could also be brought before the Dean of the College. After the Dean of the College and the Chairperson of Honor Council have discussed the matter, the case should be brought before an EEOC (Equal Employment Opportunity Commission) Officer. Should the EEOC Officer decide that EEOC grievance procedures need to be instituted, Honor Council and the deans are asked to remove themselves from any judicial capacity in the case. Should the EEOC Officer decide that EEOC grievance procedures would not be appropriate, then the Chairperson of Honor Council, the Dean of the College, and the EEOC Officer will consult with each other. Honor Council will serve as the coordinating body for this decision making process.

Abstracts are detailed enough to outline the issues, but vague enough to protect the confidentiality of the people involved. Each person who served on the jury, Joint Panel, or SFP is invited to submit an opinion statement including, but not limited to, outlining his or her reasons for consenting to the resolutions, or for wishing to stand outside of or block consensus. If several jurors are of like mind, they may submit one collective statement. Deans serving on Joint Panels or Deans' Panels are also strongly encouraged to submit such a statement. Confronted parties are also encouraged to submit a statement clarifying their roles in, and reaction to, the forming of resolutions. Each statement should be accompanied in the abstract by a confidential and unambiguous notation (e.g., Juror #1, #2, etc.). A record of which juror number corresponds to which statement will be maintained by the secretary, and any community member wishing to speak personally to the author of any opinion statement will be allowed to do so. Jurors may also discuss their own statements. 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 down from year to year and read by all Honor Council members. Following the publication of the 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.

Ratification of the Honor Code

At Spring Plenary; there must be a 2/3 vote in favor of ratifying the Code, followed by 2/3 of the student body signing and turning their ratification cards. Cards will be due the fourth and fifth days following Spring Plenary. The ratification card collection box will be located on a table in front of the mailroom, with copies of the Honor Code accessible nearby. There will be an Honor Council member present at this location to answer any questions and to receive any criticism of the Honor Code which arise in discussion.

2. 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 Council members are not trained to be crisis counselors, Council can serve as a source of information where students can go for help. In addition, Council can serve as a consciousness-raising body, by holding discussions, sponsoring collections and lectures, and distributing queries about these sensitive issues.

Ratification cards will have three options and a place for comments, questions, suggestions, or criticisms. Each student is strongly encouraged under the Honor Code to return the card and communicate to Honor Council reasons why she did not or could not.

3. 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.

a) _____ I have thoughtfully considered my position on the Honor Code and I vote for its ratification for the following reasons:
b) _____ I have thoughtfully considered my position on the Honor Code and I vote for its ratification, but I have the following objection(s):
c) _____ I have thoughtfully considered my position on the Honor Code, but I cannot vote for its ratification for the following reason(s):
If more than two thirds of the student body checks either option a" or "b", then the Honor Code is ratified.

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 Admission Office informed of any changes or new developments which would be of interest to prospective students.

If less than two-thirds of the student body checks either option a" or "b" but more than two-thirds of the student body returns their cards, then the Honor Code fails, but a Special Plenary will be scheduled to modify the Code in such a way as to enable a two-thirds majority to vote for ratification.

5. During Customs Week, Honor Council should spend a substantial amount of time discussing the Honor Code with first-year students and transfers. There should be an introduction to the entire group of incoming students made by the chairperson, and a historical perspective of the Code given by an appropriate community figure. The introduction should be

If less than two-thirds of the student body returns their cards, the Honor Code fails. Students should strongly consider the wisdom of convening a Special Plenary. Such a Plenary would be convened only if two-thirds of the student body signs a petition not only asking for the Plenary, but pledging to attend. At such a Plenary, two-thirds of the student body would constitute quorum.

owed by at least two meetings involving each Customs group
its Honor Code Orienteer. Honor Code Orienteers will be
members of the community who have undergone training
sessions with Honor Council. It is recommended that the
roduction and the first of these meetings take place on the
le day, and the second meeting on the next day.

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

Responsibilities to the Individual

All matters involving individual students which are brought
onor Council's attention must remain in strict confidence.
Council member shall discuss cases in progress with other
ents who are not members of Council. After a matter has
n resolved, Council members may discuss the case in
tract, but should be extremely careful not to reveal the
nity of anyone involved.

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

Honor Council must follow the stated procedures for handling
cerns. A breach of procedure will be grounds by which the
fronted student, in the hope of altering the Council's
ision, may appeal to the President of the College.

Responsibilities within the Honor Council

Honor Council is charged with interpreting the sections of the
de that leave room for flexibility. It is, for example, Honor
ouncil's responsibility to decide if a situation warrants the
vening of a trial or if it can be resolved on a less formal
sis. It is the Honor Council's responsibility to handle each
se as a unique situation, yet keep in mind that it is also one of
umber of similar occurrences, and will therefore serve as a
cedent for future cases brought to the Honor Council. In
rpreting the Code, it is the Honor Council's responsibility to
nsider both the community and the individual involved, and
try to find the balance between what is best for both.

Honor Council meets on a weekly basis, to discuss current
ues involving the Code and any individual concerns which
embers of the larger community have brought to the Council's
ention. These meetings are closed to the community at large,
confidentiality must be observed. However, anyone may
end an Honor Council meeting by making prior arrangements
th the chairperson. In addition, minutes of meetings will be
blished on a regular basis, to keep the community at large
formed of Honor Council's actions. The chairperson can call
ecial meetings in addition to the weekly meetings if it is
cessary to do so.

After trials, Council members who were on the jury will
cuss the trial in detail with the rest of the Council, sharing
eir impressions, reactions, and reasons for reaching the
isions they did. This discussion is an important educational
perience for both the jury members and the rest of Council. It
important that there be constructive criticism of the process
id the performance of the jury so that improvements can be
ade.

New Council members are given a thorough introduction to
e functioning of Honor Council. They should read the filed
stracts of past cases and be informed of policies and
terpretations Council is adopting. In choosing jury members,
ere should be a healthy mixture of experienced and
experienced Council members, so that new members can gain
perience while there is still continuity and overlap in jury
embership.

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' Association and is welcome, but not required, to
attend Students' Council meetings and take part in its activities
as well as those of Honor Council.

2. The chairperson is responsible for seeing that all procedures
are followed and that 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.