HOW LONG DOES IT TAKE TO RESOLVE A CASE?

Depending on the time of the semester or academic year that a case is reported, the complexity of the case, the number and availability of the people involved, and the caseload for SHC, cases may take up to a semester to be resolved. Some exceptional cases have taken longer. It is the aim of the SHC to handle cases as expeditiously as possible. When informal resolution is possible, the length of time to resolve a case is likely to be shorter.

Remember to refer students to appropriate support services when you become aware of a need. Information gathered during Honor System investigations and hearings suggests that some students make poor choices that lead to academic dishonesty when they lack the tools to deal with significant stress. Please see the partial list of student support services available on campus.

For further information, please contact a member of the Student or Faculty Honor Committees:

Student Honor Committee
ohonor@oberlin.edu
Wilder Box 22 (440) 775-8462
Meghan McCrea (Coordinator)
Sarah Minion (Cochair)
Mackensey Saxton (Cochair)
Calista Diehl (Secretary)
TBA (Treasurer)

Honor System Liaison
Wilder 105 (440) 775-8462
Kimberly Jackson Davidson

Faculty Honor Committee
Benjamin Kuperman, Chair
Corey Barnes
David Bowlin
Kimberly Jackson Davidson
Jeff Witmer

SUPPORT RESOURCES

Professors: Office hours or by appointment
The professor of the course can clarify expectations and provide suggestions.

Writing Center, Mudd Center
Peer tutors are trained to provide assistance to students for writing projects.

Center for Learning, Education and Research in the Sciences (CLEAR)
A263 Science Center, x56216
Peers provide support in basics such as math and graphs, and advanced skills, such as modeling, for natural science students.

Reference Librarians
At each campus library, reference staff is prepared to help students use specialized reference tools and documentation manuals. Oberlin maintains a web site with useful information concerning the appropriate use of sources as well as acceptable footnote and bibliographical style. See http://www.oberlin.edu/library/index.html

Student Academic Services (SAS)
118 Peters Hall, x58464
SAS offers a variety of services, including special advisors to provide overall educational guidance, study skills classes in a variety of areas, peer tutoring, and services for students with disabilities.

Counseling Center
247 W. Lorain, x58470
The center provides psychological support for students as they pursue their academic and personal goals and negotiate various transitions.

Class Deans
105 Wilder Hall, x58462 or 118 Peters Hall, x58464
Dean, Class of 2018 Shozo Kawaguchi
Dean, Class of 2017 Matthew Hayden
Dean, 1st and 2nd Year Amy Salim
Dean, Class of 2016 K. Jackson Davidson
Dean, Class of 2015 Brenda Grier-Miller
Deans, Fifth Year Students Chris Donaldson
Deans, Transfer Students Monique Burgdorf

Office of the Dean of Studies
205 Peters Hall, x58540
Deans can help students assess when it might be appropriate to take academic or emergency incompletes. (The Office of the International Student Advisor is also here.)
FREQUENTLY ASKED QUESTIONS FROM FACULTY MEMBERS

The effective functioning of the Oberlin College Honor System is the responsibility of the entire college community. As we enter a new semester, the Faculty Honor System Committee would like to anticipate questions that may arise about the faculty’s role in supporting the Oberlin College Honor System. These FAQs do not address in an exhaustive way the details of the Honor System, but are rather intended to respond to the concerns we can anticipate. For specifics, refer to www.oberlin.edu/studentpolicies/ or contact the FHC at ohonor@oberlin.edu or the FHC chair at benjamin.kuperman@oberlin.edu.

ARE THERE WAYS THAT I CAN PROMOTE ACADEMIC HONESTY IN MY CLASSROOM?
An “ounce of prevention!” As you prepare your syllabi for the coming semester, explain how the Honor Code applies to specific kinds of assignments in each of your courses.

Remind students that they are expected to write and sign the Honor Pledge on all academic exercises. The new pledge reads: “I have adhered to the Honor Code in this assignment.”

Most importantly, during the semester, as students seek to familiarize themselves with your expectations related to papers, exams, performances and other projects, please take the time in class to educate students about the need for academic honesty and how the Honor Code applies to their upcoming assignments in your course. Specifically, review the Honor Code and Pledge statements prior to any quiz or examination, and regularly review how these statements apply to specific assignments.

WHAT SORTS OF BEHAVIOR/ACTIVITY CONSTITUTE HONOR CODE VIOLATIONS?
Honor Code violations include cheating, plagiarism (failure to acknowledge via appropriate citation the sources for written, visual, online, and other sorts of material), fabrication, multiple submissions (e.g., submitting the same or substantially the same paper for two or more courses without prior approval of all instructors), and falsifying, forging, or destroying, hiding, improperly removing, or retaining library and other materials with the intent of denying access to others. The revised charter includes cocurricular work and exercises, as well as documents that affect the educational experience.

WHAT IF A STUDENT DOES NOT WRITE AND SIGN THE PLEDGE ON AN ASSIGNMENT?
If a student does not follow this procedure, the instructor has the option of withholding the grade until the student writes the Honor Pledge correctly; however, faculty members may not penalize students for this oversight.

WHAT SHOULD I DO IF I SUSPECT THAT A STUDENT HAS VIOLATED THE HONOR CODE?
Professors suspecting a violation may consult with the departmental chair or a member of the Faculty Honor Committee to test the validity of the suspicion. If the suspicion seems valid, the professor should contact the student in an effort to seek clarifying information. If, after the conversation, the faculty member continues to believe there is a potential violation, the faculty member is urged to ask the student to self-report within two business days. The faculty member should allow two business days for the student to self-report, then the faculty member must submit a standard reporting form to the Student Honor Committee via email to ohonor@oberlin.edu or via campus mail to Wilder Information Desk Box 22. The Honor System Complaint Filing Form is available at new.oberlin.edu/office/dean-of-students/honor/faculty.dot.

IS MY SUSPICION OF A STUDENT NECESSARILY EQUIVALENT TO “GUILT”?
The authority to determine whether a violation of the Honor Code has occurred rests with the members of the Student Honor Committee, who gather information, investigate, hear cases, determine whether or not a student is in violation of the Honor Code and, if so, what sanctions are appropriate.

SHOULD I WAIT TO GRADE THE ASSIGNMENT/STUDENT PERFORMANCE IN THE OVERALL COURSE UNTIL THE CASE IS RESOLVED?
The resolution of an Honor Code case and the faculty member’s evaluation of a student’s work are independent of one another. The faculty member is free to:
1. Accept (or not) the assignment in question;
2. Allow (or not) the possibility of resubmission of the assignment done in an appropriate manner; and
3. Assign the grade for the assignment in question.

HOW WILL I KNOW THAT THE CASE IS RESOLVED?
Upon resolution of a case, the relevant dean sends a letter to the student to inform him or her of the SHC decision. This letter is copied to the faculty member bringing the complaint to the SHC. The faculty member may then contact the SHC hearing panel chair to seek an explanation of the decision.

IF IT IS A MINOR INFRACTION, MAY I SETTLE IT WITHOUT REPORTING THE INCIDENT TO THE STUDENT HONOR COMMITTEE?
No, each suspected violation of the Honor Code must be reported to the Student Honor Committee; however there is an option to request an informal resolution. The request is subject to the review of the Student Honor Committee. For more detail, refer to http://www.oberlin.edu/studentpolicies/ or contact the SHC at ohonor@oberlin.edu or the Honor System Liaison at Kimberly.Jackson.Davidson@oberlin.edu.