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. If a professor requests the informal resolution option and the option is granted by the Student Honor Committee, the time required to resolve the case is likely to be shorter than typical.

For details about informal resolution, refer to http://www.oberlin.edu/studentpolicies/ or contact the SHC at ohonor@oberlin.edu or contact the Honor System Liaison at Kimberly.Jackson.Davidson@oberlin.edu.

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 McCreary (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
Dean, 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 STUDENTS

The effective functioning of the Oberlin College Honor System is the responsibility of the entire College community. This brochure highlights aspects of how the Honor System works and the role of students in upholding it.

WHERE CAN ONE FIND COMPLETE INFORMATION ABOUT THE HONOR SYSTEM? The full text of the Honor Code and revised Honor System Charter can be found in the Student Regulations, Policies, and Procedures, which can be found online at http://www.oberlin.edu/studentpolicies/.

WHAT IS THE HONOR PLEDGE, AND WHAT DOES IT MEAN? The Honor Pledge is a statement students are required to write and sign at the end of each academic exercise submitted for credit (papers, exams, quizzes, etc.). The pledge is: "I have adhered to the Honor Code in this assignment." The default assumption for this statement is that the student is required to do his or her own work without help from others not explicitly authorized by the instructor.

WHO IS RESPONSIBLE FOR IMPLEMENTING THE HONOR SYSTEM? All members of the Oberlin College community have a responsibility to educate themselves and others regarding the provisions of the Honor System and to create a campus atmosphere where academic honesty provides a foundation for intellectual freedom and growth. Faculty, staff, and students alike need to understand the value of the Honor System, and how it works, both generally and in specific instances.

The Student Honor Committee oversees the Honor System, with the support of the Faculty Honor System Committee and the Honor System Liaison. The Student Honor Committee hears cases involving allegations of students violating the Honor Code.

WHAT SPECIFIC RESPONSIBILITIES DO STUDENTS HAVE FOR UNDERSTANDING THE HONOR SYSTEM? At the start of each semester, students should read their syllabi carefully to understand how the Honor Code applies generally in each course. It is also incumbent on students to ask questions of the instructors when it is unclear precisely how the Honor Code applies to specific assignments.

STUDENTS SHOULD KEEP THE FOLLOWING THINGS IN MIND REGARDING THE HONOR CODE AND COURSE ASSIGNMENTS:

- Instructors typically include a statement on their syllabi that explains how the Honor Code applies to specific assignments and where and under what circumstances collaboration is permitted.
- Professors do not proctor (monitor) exams and quizzes, because it is understood that students are on their honor to do their own work.
- If it is not explained on a syllabus, ask how the Honor Code applies to take-home or out-of-class exams (time limits, open vs. closed book, what notes and other materials can be used, etc.)
- If unsure how to cite information appropriately, ask the course instructor to recommend an appropriate documentation guide. (Several style manuals are listed in the Honor System Charter.)
- Be aware that when faculty suspect plagiarism they can use the internet to help identify the sources of intellectual property they suspect have been used or cited inappropriately.

WHAT KINDS OF VIOLATIONS CAN BE BROUGHT TO THE ATTENTION OF THE STUDENT HONOR COMMITTEE? The Honor System Charter offers specific definitions of "cheating," "plagiarism," "fabrication," "multiple submissions," and of other acts that constitute Honor Code violations, such as falsification or forging of documents; or the destruction, hiding, or removal of library materials with the intent of denying access of those materials to others. The revised charter includes co-curricular work and exercises, as well as documents that affect the educational experience.

WHO IS RESPONSIBLE FOR REPORTING ALLEGED VIOLATIONS AND HOW IS THIS DONE? Any Oberlin College student—including the student who has violated the Honor Code—faculty member, or staff person witnessing an alleged violation of the Honor Code should report it to the Student Honor Committee. Reports should be submitted using the downloadable at http://new.oberlin.edu/office/dean-of-students/honor/faculty.dot.

IS MY SUSPICION OF A STUDENT NECESSARILY EQUIATED TO "GUILT"? If a student suspects that he or she has observed an Honor Code violation, but does not wish to go directly to the Student Honor Committee, that student may report it to the instructor, who will then report the incident to the Student Honor Committee. If the student wishes to report the matter to the SHC directly, the student may 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 standard reporting form is available for downloading at http://new.oberlin.edu/office/dean-of-students/honor/faculty.dot.

WHAT HAPPENS IF A STUDENT IS REPORTED TO THE STUDENT HONOR COMMITTEE FOR AN ALLEGED VIOLATION? After an alleged violation is reported, the Student Honor Committee appoints case managers to investigate the allegation. The case managers will arrange to conduct interviews with the respondent, the complainant, and any witnesses to gather relevant information. After the investigation is complete, a hearing is scheduled to determine whether the respondent is in violation of the Honor Code. Failure to respond to the Student Honor Committee may result in a failure to comply charge filed through the Judicial System.

WHAT HAPPENS IF A STUDENT IS FOUND IN VIOLATION OF THE HONOR CODE? A student found in violation of the Honor Code is automatically placed on probation. Honor Probation is not a sanction, but an administrative notation that helps the Student Honor Committee track previous violations. If a student has been found in violation, sanctions are imposed. The severity of the sanctions will increase if the student has been found in violation of the Honor Code previously. The policy urges suspension or dismissal following a second violation.

WILL A STUDENT FOUND IN VIOLATION OF THE HONOR CODE AUTOMATICALLY FAIL THE ASSIGNMENT AND/OR THE COURSE IN QUESTION? No. Faculty members evaluate assignments and the Student Honor Committee members determine adherence to the Honor Code. A student may be found in violation of the Honor Code, but still earn a passing grade on the assignment and in the class in question. Conversely, a student may be found not in violation and earn a non-passing grade for the assignment and/or the course.