HONOR CODE TIMELINE

If the student accepts responsibility:

- When we receive a violation report form it is date-stamped. The same day an e-mail is sent to the student asking him/her to confirm their acceptance of responsibility.
- After the student replies, the form is then forwarded to the adjudication director who will contact the faculty member with tentative non-academic sanctions.
  - If the student does not respond to the initial e-mail within two weeks, a stop is placed on his/her records. If the student doesn’t reply within 30 days, a hearing will be conducted in the student’s absence.
- Once these sanctions are found to be appropriate, the adjudication director prepares a decision letter to be mailed to the student and the reporting faculty member detailing the incident and the non-academic sanctions.
- At this point, the matter is considered resolved.

*Estimated duration: one-three weeks*

If the student denies responsibility:

- When we receive an accusation report form it is date-stamped. The same day an e-mail is sent to the student asking him/her to confirm their denial of responsibility.
- After the student replies, the form is forwarded to the director of investigations. The director of investigations will then contact the student and the accusing professor (if necessary) to conduct an investigation.
  - If the student does not respond to the initial e-mail within two weeks, a stop is placed on his/her records. If the student doesn’t reply within 30 days, a hearing will be conducted in the student’s absence.
  - If the student does not respond to the investigator’s e-mail within two weeks, a stop is placed on his/her records. If the student doesn’t reply within 30 days, a hearing will be conducted in the student’s absence.
- After the investigation has been completed, a hearing is scheduled. Sometimes, scheduling a hearing can be difficult, depending on the availability of the student and the professor. This can postpone the resolution of the case.
- Once a hearing has been held, the adjudication director prepares a decision letter to be mailed to the student and the reporting faculty member detailing the incident and the non-academic sanctions.
- At this point, the matter is considered resolved.

*Estimated duration: three-six weeks*

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1 The timeframe for accusation cases is highly variable and dependent largely on the responsiveness of the accused student and on the Honor Code’s current caseload. If the student takes their full time to respond to both the initial contact e-mail (two weeks) and the investigator’s e-mail (two additional weeks), the process could take up to 10 weeks. We try to avoid such extended cases, but cannot always prevent them.

*Last Updated: July 27, 2010*