**Faculty Advisor Handbook**

**Academic Honor System: The Honor Code Process**

The Allegheny Student Government and Faculty adopted an honor system in 1960 which, since 1964, has applied to all students admitted to the College. The Honor Code is printed in the College Catalogue and is administered by a student Honor Committee. If a faculty member suspects that a student has violated the Honor Code, the following procedure generally should be followed:

1. The instructor should arrange a meeting with the suspected student and describe the instructor’s reasons for a possible Honor Code violation. After discussing the case with the student, the instructor may choose to withdraw the complaint or forward it to the Dean of Students Office, which will then inform the Honor Committee.

2. If the student admits to violating the Honor Code to either the instructor or to the Honor

Committee, an expedited review process may be followed. If the instructor, the student, and a representative from the Dean of Students Office agree to an expedited process, and if the student has not previously been found responsible of violating the Honor Code and does not have significant previous conduct history, then a meeting between those parties will be arranged to discuss and resolve the Honor Code violation. The instructor will assign academic course work sanctions, and the representative of the Dean of Students Office, in consultation with the Chair of the Honor Committee, will assign a college sanction.

3. If the student does not admit to violating the Honor Code, or if the student has previously been found responsible of violating the Honor Code or has significant conduct history, or if the instructor, the student, or the representative from the Dean of Students Office does not want the expedited process to be used, then the case will be forwarded to the Chairperson of the Honor Committee by the Dean of Students Office. If the Honor Committee determines that it is more likely than not that a violation of the Honor Code has occurred, then the case will be forwarded to the Campus Life and Community Standards Committee. If not, the case may be dismissed by the Honor Committee.

4. If the Honor Committee forwards the case to the Campus Life and Community Standards Committee, the instructor will be asked to participate in the Campus Life and Community Standards Committee. If the accused student is found responsible of violating the Honor Code, the Campus Life and Community Standards Committee will recommend an academic course work sanction to the instructor and will assign college sanctions.

5. If the case is not resolved prior to the end of the semester in which the alleged infraction occurred, the instructor should post an incomplete grade in the course. If the alleged infraction is discovered after final grades have been posted, the instructor should contact the Dean of Students Office. The instructor should submit a final grade or a grade change once the case is resolved.

Faculty members are encouraged to: notify students at the start of each course of expectations regarding footnoting, citations, use of translations, group study and expectations of group projects, and whether cell phone/electronic devices are permitted during exams.

If you have any questions about the process at any time or would like additional support, please feel free to contact us. We look forward to working with you.

Honor Committee Contact Information

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