

1. Read the [Academic Honor Code](#).
2. Include in each syllabus a statement of or reference to the Academic Honor Code. (A model statement is [here](#).)
3. Explain to your students how the code applies to the course. As departments generate guidelines on issues such as collaboration and plagiarism, that material will be posted on the Honor Code site (see honorcode.union.edu/category/resources).
4. You may consult your departmental chairperson about how to treat possible breaches of academic integrity speaking in general terms; however, specific accusations that a student or students have breached the honor code should only be discussed with the Student Chair of the Honor Council or the Dean of Studies. Do not report such accusations to anyone else and do not punish violations outside the official process.
5. Report any suspected violation to the Student Chair of the Honor Council “in writing through the secure mailbox in the Dean of Studies Office” or, alternately, to the Dean of Studies. (You may email honorcode@union.edu.)
6. Submit all available evidence to support the allegation. This evidence should include
 - the syllabus for the course,
 - the departmental guidelines, and
 - any concrete evidence you obtained in connection with the charge.

In a plagiarism case, for example, a faculty member should include the paper the student submitted as well as a copy of the source material with the relevant passages marked.

You should provide reasonable and sufficient evidence. Keep copies of the evidence you submit.

Note that once the Student Chair of the Honor Council and Dean of Studies move forward with the formal charge and notify the student, the faculty member is not permitted to submit additional evidence unless requested by the Honor Council.

7. While the Student Chair of the Honor Council and Dean of Studies are reviewing your submission (24–48 hours), do not disclose the charge to the student.
8. The Student Chair of the Honor Council and Dean of Studies may request additional evidence, agree to dismiss the case, or move forward with the charge. If they determine that charge is backed by sufficient evidence, there are two possibilities:
 - (a) If the student admits a violation of the code and is granted a [Chair-Dean review](#), the faculty member will attend this review and the Chair and Dean of Studies will determine the sanction.
 - (b) If the student, Chair, or Dean requests an [Honor Council Hearing](#), the faculty member will
 - i. attend the hearing (which may be recorded at the request of the student);
 - ii. present the evidence s/he submitted;
 - iii. present witnesses, if there are any; and
 - iv. respond to questions from the Council and the student.
9. Do not retaliate against any student who is found not to have committed a violation. If the student is found not to have committed a violation, the standard rules in the [faculty manual](#) governing grading and student appeals of grades apply.
10. Do not discuss the specifics of any case outside the official process.

*This document provides an overview for the purpose of helping faculty to familiarize themselves with the Honor Code system Union College started to implement during the 2011-12 academic year. It does not define crucial procedures. For example, it is not intended to explain what sorts of witnesses or evidence, in an actual case, are permissible in an Honor Council Hearing.