

## Faculty Student Resolution Process

The Faculty Student Resolution process is an option for resolving Honor Code charges concerning plagiarism (or cheating that resembles plagiarism, e.g. copying).

As part of the Faculty Student Resolution process, the faculty member will submit a form (see below) describing the violation and proposed sanction.

If a student does not believe that an Honor Code violation has occurred, the case will go to a full hearing.

For a charge to go through the Faculty Student Resolution process, the faculty member and the student must agree upon the proposed sanction.

At any point within this process, the faculty member may decide that the case would be better suited for a full hearing. The case will then go to a hearing.

**At any point within this process, the student may decide that the case would be better suited for a full hearing. The case will then go to a hearing.**

### Checklist for Faculty who wish to pursue the Faculty Student Resolution Process

1. Consult as needed (with colleagues, a Class Dean, the Honor Code Administrative Coordinator, the Chief Justice) to decide whether the student's conduct constitutes a violation of the Honor Code that meets the criteria for the Faculty Student Resolution Process.
2. File an Honor Code charge, checking the box indicating that a Faculty Student resolution is being sought.  
  
(2a) The Honor Code Administrative Coordinator will check student eligibility, and let you know whether the student is eligible for a Faculty Student Resolution.  
  
(2b) Consult as needed with the Administrative Coordinator to discuss the appropriateness of the Faculty Student Resolution for the filed charge and the range of sanctions that has been approved in similar cases.
3. Contact the student and arrange to meet with her to discuss the alleged Honor Code violation. If the student contests the charge, the case will go to a hearing.
4. After meeting with the student, fill out the form ([www.wellesley.edu/studentlife/aboutus/honor/procedures](http://www.wellesley.edu/studentlife/aboutus/honor/procedures)), describing the violation and proposed sanction; sign and date the form.

5. Give this form to the student. The student has five working days to decide whether to accept the proposed sanction. During this time, the student must meet with the Administrative Coordinator and may meet with an ombudsperson. If, after this meeting, the student accepts the proposed sanction, she must sign and date the form and return it to the faculty member. If the student does not accept the proposed sanction, the case will go to a hearing.
6. Send the signed form and supportive materials (including a copy of the assignment with notations, and a copy of the section of the course syllabus which covers grades) to the Clerk of Honor Code Council (Lin Hilts, 344 Green Hall).
7. Await approval of the proposed resolution by a panel of Honor Code Council.

Checklist for Students who have been charged with an Honor Code violation and wish to pursue the Faculty Student Resolution Process

*Each of the following two meetings is required. Both must take place before a proposed Faculty Student Resolution is signed. There is no mandatory order or sequence determining which meeting must come first.*

1. Meet with the Honor Code Administrative Coordinator to make sure you understand the Faculty Student Resolution process, all that having an Honor Code violation entails, and the options open to you for responding to the charge.
2. Meet with the faculty member to discuss the incident and charge of an Honor Code violation.
3. Decide (consulting as needed with the Chief Justice, Honor Code Administrative Coordinator, and ombudsperson) whether to accept the validity of the charge or contest it through a hearing.
4. Receive from the faculty member the Faculty Student Resolution Form containing a proposed sanction. You will have five business days to decide whether to accept the proposed resolution.
5. If you accept the validity of the charge, decide (consulting as needed) whether or not to accept the sanction that the faculty member has proposed. If you do not accept the proposed sanction, the case will go to a hearing.
6. If you accept the validity of the charge and the proposed sanction, sign the form containing the proposed sanction and return it to the faculty member.
7. Await approval of the Faculty Student Resolution Process by a panel of Honor Code Council.