ST. OLAF | HONOR COUNCIL PROCESS

Member of the St. Olaf community raises an examination concern.

Optional: Discussion Phase. Faculty members will have the option to privately meet with the Implicated Student prior to officially sending their concern to the Honor Council.

For faculty-implicated cases only: case resolved by discussion with no Honor System violation and/or grade-bearing sanction.

The case is resolved and the course professor reports their action to the Honor Council for documentation purposes.

Assignment Phase. The case will be assigned to an Honor Council Case Investigator for further investigation.

Investigation Phase. Case Investigators will notify the Implicated Student at the start of an investigation and will speak to all pertinent parties, compiling all information in a formal case report.

Interview Phase. The Implicated Student will be interviewed by three members of the Honor Council. All evidence acquired will be discussed with the Implicated Student to the extent possible. Supplemental interviews may follow, and the Interview Quorum will privately deliberate on preliminary recommendations to be submitted to the entire Honor Council for consideration.

Confirmation Phase. The entire Honor Council will consider the merits of the case at one of their weekly meetings, voting to either confirm or refute the preliminary recommendation. Refutation will result in further deliberation on a refined set of responsibility and/or sanction determinations.

Appeals Phase. The Implicated Student will have five business days after the Confirmation Phase ends to appeal their case to the Honor Council Appellate Committee. The Honor Council will turn over all pertinent documentation in the event of an appeal request.

Request not granted or timeframe expires.

The case is resolved and the Implicated Student will be prohibited from appealing again.

Request Granted

The appeal will be considered by the Honor Council Appellate Committee.

Appeal Granted

The case is resolved and the Appellate Committee will explicitly inform the Honor Council Secretary and the Course Professor of any changes that need to be made as a result of the appeal.

Appeal Denied

The case is resolved and the Implicated Student will be prohibited from appealing again.