

EMORY COLLEGE HONOR COUNCIL

FAQs about informal resolution meetings

This resource document is for students who are interested in an informal resolution meeting. It includes frequently asked questions that outline the purpose of an informal resolution meeting and how this process is conducted. This document answers basic questions about the process; it does not supersede the Honor Code's authority. Students are encouraged to carefully review the Informal Resolution Agreement and the [Honor Code](#).

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What is an informal resolution meeting?

An informal resolution meeting may be offered to students who acknowledge responsibility for violating the Emory College Honor Code. Informal resolution involves a 20-30 minute meeting with an administrator and a student member of the Honor Council about the violation and any extenuating personal or academic circumstances the student wishes to share. The meeting is based on practices of restorative justice and designed to help the student achieve a greater understanding of academic integrity.

Informal resolution meetings are conducted via Zoom and students are expected to be video capable. Students will receive a decision about their case within 10 business days following the meeting. The decision can be appealed through Article 7 of the Emory College Honor Code.

Why do I need to complete the Informal Resolution Agreement?

By attending an informal resolution meeting, you are agreeing to waive your right to undergo the normal investigation and hearing procedures. You are acknowledging responsibility for an Honor Code violation and agreeing to attend a meeting where an

Honor Code administrator and student member of the Honor Council will discuss the violation with you and then decide on the appropriate sanctions. The completed agreement indicates that you accept these conditions. Once the agreement form is completed, the Honor Code administration will begin the scheduling process.

How do I prepare for an informal resolution meeting?

When evidence is made available to you through Emory OneDrive, review the contents of the folder. A standard evidence packet includes the course syllabus, any relevant instructions or materials for the submitted work, and the work that was reported to the Honor Council. Case evidence can vary depending on the nature of the reported violation. Some examples may include the assignment in question, email correspondence, video recordings, TurnItIn reports, or even data from Canvas and other University systems.

What can I expect at an informal resolution meeting?

At the meeting, you will have a conversation with two other people about your case. This includes a student Honor Council member and an Honor Code administrator. They will ask you to describe the Honor Code issue as you understand it and respond to the case evidence. Then, they will ask any questions they may have and speak with you about the violation as well as the role of the Honor Code at Emory. You may share any information such as mitigating circumstances that you would like to be considered. You're welcome to prepare your remarks in advance of the meeting and to have your notes available.

Can I bring an advisor to my informal resolution meeting?

Any student in the Honor Code process may bring an advisor to their meetings with the Honor Council, including the informal resolution meeting, so long as that advisor is not involved as a reporting party, reported student, or witness in the case. The advisor must be a current undergraduate student at Emory University; a current faculty or staff member in Emory College of Arts and Sciences, Goizueta Business School, or Oxford College; or a current staff member in Campus Life. An advisor is not required in this process, but an advisor may accompany you to any meeting of the Honor Council if you so choose. An advisor is not required, and most students choose not to use one. Your advisor may confer with you during the informal resolution but may not speak on your behalf.

What is the advantage to an informal resolution meeting?

The informal resolution meeting is a facilitated conversation that guides a reported student to a deeper understanding of academic integrity and the impact of their actions on the Emory community. The informal resolution meeting assists the student in reaffirming and recommitting to the values of the Honor Code and academic integrity,

helps them learn from the incident, and provides context to the Honor Council as it recommends sanctions.

For students who understand they are responsible for a violation, this process bypasses a lengthier investigation and hearing of a case. It is typically the quickest way to resolve a case.

What is the disadvantage to an informal resolution meeting?

This depends on your perspective about the allegation. Students who want to contest the Honor Code allegation should not seek an informal resolution meeting. Their case is better suited for an administrative hearing or a full investigation, which may lead to a full hearing. Once a student has acknowledged responsibility for a violation, there is no significant disadvantage, especially since the student may appeal the sanction through Article 7 of the Emory College Honor Code.

What are the possible sanctions by attending an informal resolution meeting?

The standard sanction for a first violation of the Emory College Honor Code is an F in the course, a 1-year Honor Code probation, and mandatory completion of an educational program. Many cases result in this sanction. There are other possible outcomes as described below:

Grade Sanctions:

Zero on the assignment
Zero on the assignment & 1-letter grade deduction
F in the course
U in the course (for students taking the course S/U)

Probation Sanctions:

Verbal warning
1-year Honor Code probation
Honor Code probation until graduation

The sanction is determined based on precedent for similar cases and consideration of any mitigating or aggravating circumstances presented in the meeting. (Suspension or expulsion from Emory are other possible sanctions according to the Honor Code, these are usually only considered when a student has committed prior offenses or an egregious violation of the Honor Code.)

What if I have more questions about choosing an informal resolution meeting?

If you still have questions about informal resolution, contact EC.Honor@emory.edu to schedule a 20-minute Procedures Overview Appointment with an Honor Code administrator. Normal business hours are Monday through Friday between 9:00am – 5:00pm ET.