

Guidelines for Written Statements from Faculty

For full hearings, the Honor Council prefers that the reporting faculty member testifies in person. However, we recognize that certain circumstances may prevent a faculty member from attending a hearing in person. For example, if a hearing must be scheduled for the following semester, a faculty member who will not return to campus because of a sabbatical or leave may need to submit a written statement.

For informal resolution meetings, no witnesses appear, so the Honor Council invites reporting faculty members to submit a written statement.

A written statement from a reporting faculty member should address the alleged academic misconduct as fully and clearly as possible. This statement will be the sole faculty testimony used at any future hearings. The following is information that the Honor Council frequently finds useful:

- Description of Assignment
 - Type of assignment (eg. Exam, quiz, major project, draft, homework)
 - Where, when, and how administered (eg. in class, take-home, online)
 - Instructions given for the assignment
 - Resources permitted/prohibited for assignment (eg. open-book, online resources, collaboration with other students)
 - Value of assignment (percentage of the overall course grade)
- Details of Violation
 - Basis of report (how did you become suspicious/aware of the violation)
 - Details of evidence supporting report
- Honor Code Information
 - List of Honor Code statements in syllabus or assignment
 - Other information about academic honesty, citations, or other relevant policies communicated to students over the course of the semester
 - Any verbal instructions given during class
- Student Details
 - Attendance record
 - Participation/Engagement in Class
 - Performance over the course of the semester
 - Contact with faculty member (eg. office hours, asking for help or resources)
- Your contact information, if you can be available by phone/Zoom/etc. for follow-up questions

Written statements may be sent electronically to EC.Honor@emory.edu. Our office is always happy to answer questions or provide feedback. Please don't hesitate to reach out.

Thank you for your commitment to academic integrity!