



HARVARD COLLEGE HONOR COUNCIL

Introductory information for students involved in matters under review by the Honor Council

INTRODUCTION

You are receiving this information packet from the Honor Council because of a concern that your actions may have violated the Honor Code or rules about academic integrity in the *Student Handbook*. The purpose of this review is to determine whether the Honor Code or rules in the *Student Handbook* have been violated, and if they have, what response should be taken on behalf of the community. Our commitment is to review the concern effectively and carefully.

Below we will remind you of the confidentiality procedures followed by Honor Council members and the confidentiality rules that, in turn, apply to you. In addition, you are receiving the “Procedures of the Honor Council of Harvard College” below which include information about the Council’s review process. Throughout the review, please do not hesitate to let us know if you have any questions or concerns. If any questions arise, feel free to consult with your RD or contact us at honorcouncil@fas.harvard.edu.

Keep in mind that students are expected to comply with all disciplinary rules from matriculation until the conferring of the degree. A degree will not be granted to a student who is not in good standing or against whom a disciplinary case is pending with the Administrative Board, the Honor Council, or the disciplinary board of another school. A disciplinary case begins with an allegation of student misconduct in the form of a complaint or report.

CONFIDENTIALITY

We want to reiterate the confidentiality rules we have already highlighted in the initial notification you received because we want you to know how seriously we take your privacy and because Harvard College has important confidentiality rules and expectations that apply to all students.

The College policies concerning confidentiality apply to information you learn in the course of this review, particularly information about other Harvard College students, as well as Honor Council materials. We draw a distinction between information you learn as a result and in the course of this review (which may only be shared with the people listed below) and information you know from your own experiences outside the process (which you may share with others).

You are expected to respect the privacy of others involved in the matter under review. You must refrain from discussing information you learn in the course of this review and from sharing Honor Council materials with anyone other than those who have a need to know, such as family members, your Allston Burr Resident Dean or Resident Dean of First-Year Students, Student Academic Integrity Fellow, Personal Adviser (a Personal Adviser is an officer of the University affiliated with the Faculty of Arts and Sciences), licensed mental health professionals, clergy, or legal counsel. There are no restrictions on what you may share with this group of people, but they may not share with others the information you learn in the course and as a result of this review or Honor Council materials provided to you. Honor Council materials include copies of statements,

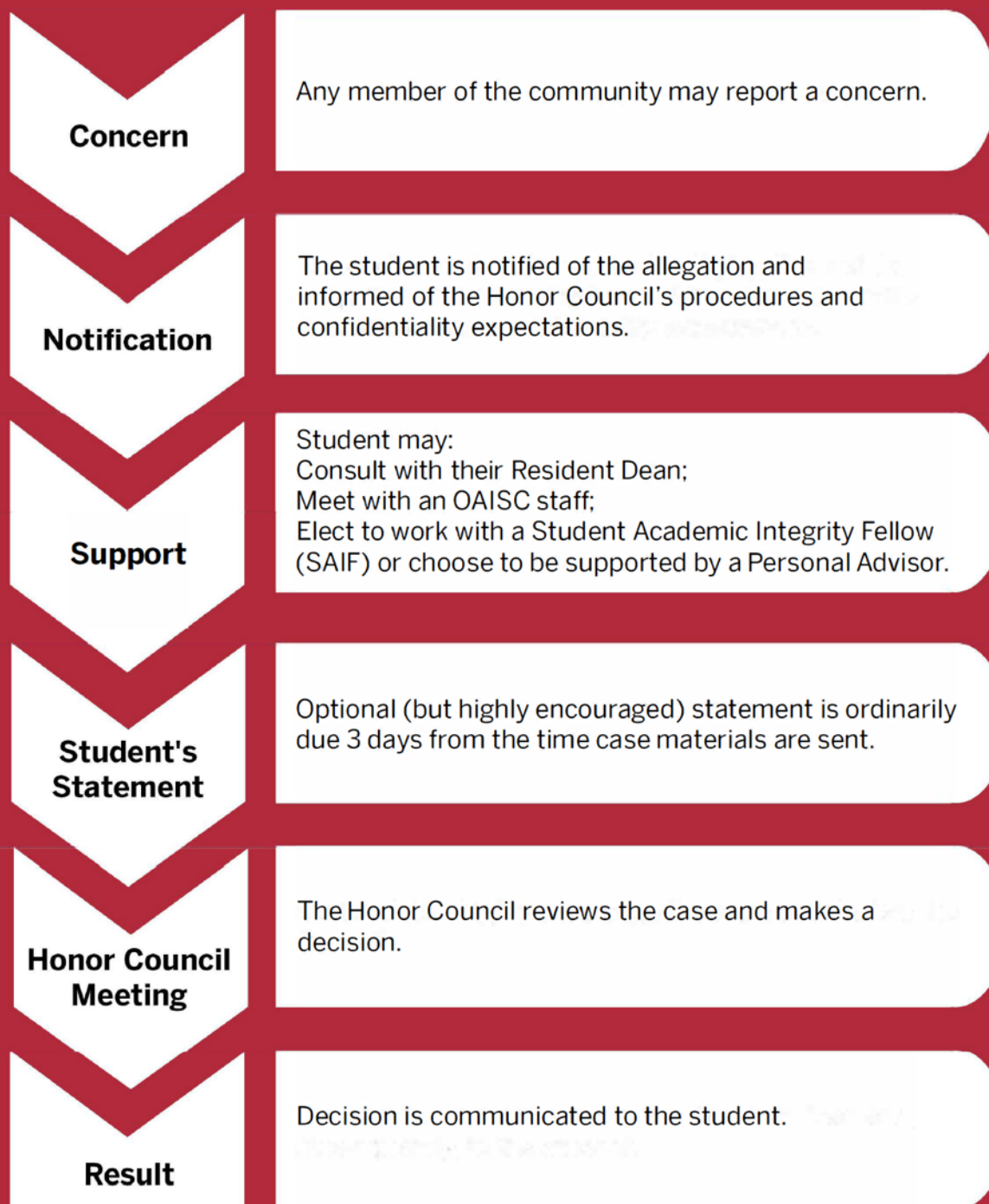
letters, reports, images, and any other case materials provided to you by the Honor Council. Sharing these materials beyond those people with a need to know is a violation of these rules and may lead to further disciplinary action.

Finally, while we expect to conclude this review quickly, the confidentiality obligations remain in place even after the review. If you have any questions, please do not hesitate to ask the Secretary of the Honor Council or your Resident Dean.

The Harvard College Honor Code

Members of the Harvard College community commit themselves to producing academic work of integrity – that is, work that adheres to the scholarly and intellectual standards of accurate attribution of sources, appropriate collection and use of data, and transparent acknowledgement of the contribution of others to their ideas, discoveries, interpretations, and conclusions. Cheating on exams or problem sets, plagiarizing or misrepresenting the ideas or language of someone else as one's own, falsifying data, or any other instance of academic dishonesty violates the standards of our community, as well as the standards of the wider world of learning and affairs.

Flowchart of the Honor Council's Process



Note: the chart above is meant only to provide a broad overview of the Honor Council's review process. Please refer to the Procedures below for a detailed explanation of the Honor Council's process.



HARVARD COLLEGE HONOR COUNCIL

Procedures of the Harvard College Honor Council

The Harvard College Honor Code is based on the recognition that advancing learning and knowledge depends on a commitment to truth and honesty. The shared work of Harvard College students, faculty, and administrators embodies our community's commitment to the truth, and our common concern for academic integrity signals to all members of the Harvard College community—students, faculty, staff, and administrators—that Harvard ultimately places honesty and trustworthiness above competing values. The Council commits to a fair and open exchange of information with the Harvard College community and the individual students who interact with it. Students and members of the community are expected to be honest and open in their interactions with the Honor Council.

Council Membership and Structure

The Council consists of community members, including Harvard College undergraduates, FAS faculty members, administrators, and GSAS graduate students. The Danoff Dean of Harvard College is Chair of the Honor Council, and the Secretary of the Honor Council is a member as well. With respect to the day-to-day operations of the Council, the Secretary functions as the Dean's designee. For more on the selection of members of the Council, please see the Council's website.

The Executive Committee of the Honor Council is a team of Honor Council members that acts with the full authority of the Council to decide some cases. In addition, the voting members of the Council are organized into teams (ordinarily of 6-8 members) that hear and adjudicate cases of potential violations of the Honor Code or rules on academic dishonesty. For more description of the structure of Council meetings, please see "Honor Council Team Meeting" below.

The Council also includes Student Academic Integrity Fellows (SAIFs), who are Harvard College students trained in the Honor Council process and can provide peer support to students undergoing an Honor Council review. Finally, a group of members, the Academic Integrity Ambassadors, engage in proactive outreach to the community with the goals of fostering a culture of academic integrity and promoting the value of honesty within the College community.

Reporting Concerns and Violations

Faculty rules state that faculty should report all potential violations of the Honor Code or rules on academic dishonesty to the Secretary of the Council. Although faculty have the primary responsibility for reporting potential violations of the Honor Code or rules on academic integrity, any member of the community may report concerns. Any member of the Harvard College community with concerns or questions about academic integrity should contact the Secretary of the Honor Council (honorcouncil.fas.harvard.edu).

Initial Notification

Following the report of the concern, the Honor Council notifies the student of the allegation and informs them of the Honor Council's procedures and confidentiality expectations. The student will be able to access the initial packet containing case materials. The initial case materials may be supplemented as the inquiry proceeds, and any supplementary materials that are provided to the Council will also be provided to the student. The Council may take into consideration any of the materials provided to the student, including portions of those materials that have not been highlighted in the initial packet.

Support

Students will ordinarily be advised throughout the process by their Resident Dean (RD). The RD is not an advocate; instead, they serve as a liaison with the Council. The RD helps the student understand how the Council works and advise them on how best to explain the issues the Council is considering. If the student's RD is not available or a student believes that their RD is not the most appropriate support, the student may, with the approval of the Secretary of the Honor Council, choose another FAS employee to act as an alternate RD for the Honor Council process.

After the initial notification, the student will be provided the opportunity to select a Student Academic Integrity Fellow (SAIF). SAIFs are Harvard College students who have been trained in the Honor Council process and who can help answer any questions you might have about it. A SAIF is also a peer who can listen to any of your thoughts or feelings about the case and direct you to other resources available to you, including your Resident Dean. If a student is found responsible for a violation of the Honor Code or rules on academic integrity, the SAIF may also serve as a point of contact during any periods of probation or withdrawal and following the student's return to campus. Although the SAIF can provide support, they cannot substitute for the advising and case management responsibilities of the RD.

Students who would prefer not to select a SAIF may be more comfortable with the support of a personal adviser. A personal adviser must be an officer of the University affiliated with the Faculty of Arts and Sciences, such as a proctor or tutor, coach, teaching fellow, instructor, or faculty member. Undergraduate students, other than those designated as SAIFs, and family members may not serve as personal advisers for these purposes, even if they are affiliated with the Faculty of Arts and Sciences.

A personal adviser receives all case information, may attend any meeting with the student, and provides general advice and support similar to a SAIF, although personal advisers might not be trained in the Council's policies and procedures. Personal advisers or SAIFs participate in the discussion during the student's appearance before the Honor Council for two primary reasons: to request the suspension of Council proceedings briefly if the student needs a break; and, with permission of the Council, to explain relevant facts that the student discussed with their personal adviser or SAIF but that the student failed to raise in the meeting.

Initial Statement

After the case materials are sent to the student, the student will have the opportunity to respond to the issues raised in the initial concern and to provide context and information to broaden the Council's understanding of the circumstances. This statement must ordinarily be submitted to the Council within three days from the time the materials are sent. A student may consult with their RD, SAIF or personal adviser, a licensed mental health professional, clergy, or legal counsel for advice on preparing this statement; the statement, however, must be written by the student. If the case involves more than one student who may have violated the Honor Code or rules about academic integrity in the *Student Handbook*, the statements submitted by each student will ordinarily be exchanged between the students before the Honor Council meeting. It is the clear expectation of the Council that students involved in the same case will write their statements separately and without discussion with each other. Communication about or collaboration on statements between students involved in the case is a potential violation of these procedures.

If a student believes that there are other community members who have relevant information, they should indicate this in their initial statement. The Chair or Secretary has discretion to decide which, if any, community members should be contacted. A student may choose not to submit a statement, and if a student does not submit a statement, the Honor Council will proceed without it. Statements are ordinarily shared with the reporting faculty member, who may submit a response to be circulated to both the student and the team of the Honor Council

considering the case.

Additional Information

The Honor Council, at the discretion of the Chair or Secretary, may invite faculty, students, administrators, or others who may have information that is relevant to the matter under review to share such information with the Council. Ordinarily, the names of such people, and, if applicable, written statements from them, will be provided to the student in advance of the Honor Council meeting.

In the event that the allegations are, in the opinion of the Dean of the College, especially complex or complicated, the Dean may appoint members of the Honor Council as a Subcommittee to investigate and report back to one of the Council teams for resolution.

Students are welcome to provide context relating to the allegations in their statement to and meeting with the Honor Council either to help to explain what the student was experiencing around the time of the incident or as a potentially mitigating factor they would like the Council to consider. This may include medical information, but students are in no way required to submit such material. The Honor Council may seek further information.

In the event a student submits additional material that would benefit from the input of another office, for example, Harvard University Health Service (HUHS) or the Disability Access Office (DAO), the Council may ask that office to review pertinent documentation and to join the Honor Council as a guest. If a student's treater is outside of HUHS, the treater may provide appropriate materials to HUHS, and the student could then provide whatever releases are required to permit their treater and HUHS to discuss their medical records with one another. If the student wished for the Honor Council to consider such information, the student would need to provide a release to allow HUHS to speak with the Council. Once the information and all necessary releases were received, HUHS may review the material and, if invited by the Council, a representative of HUHS or DAO may act as a guest to help the Council consider any role that a student's medical condition or disability may have played. The Council would also share with the representative of HUHS or DAO the materials pertaining to the case, including the student's statement.

Resolving Cases

If additional written materials have been provided to the Honor Council after the initial notification, the student will ordinarily be provided with those materials in advance of the meeting of the Honor Council team adjudicating the case. The Council team and student will have access to the same written materials.

Some Honor Council cases may be resolved by the Executive Committee of the Honor Council based on the written materials alone, particularly when there are no material factual issues to resolve. The Executive Committee may, at its discretion, decide instead to refer a case to a team of voters from the Honor Council. This may occur when, for example, the factual issues are particularly complex, there are material facts in dispute, or the sanction could result in separation from the College, even for a period of time.

In the event the case is referred to a team of voters from the Honor Council, the team will review the written materials and invite the student to appear before the team. Meeting with one of the Council teams is an opportunity for the student to further explain the situation from their perspective and to amplify the initial statement, if one is submitted. It will also be an opportunity for the members of the Honor Council team to ask questions and engage with the student on the concern that has been raised. Students who are invited to appear before the Council may choose not to answer questions or to participate in the meeting, and their refusal to respond or participate will not be taken by the Honor Council to imply responsibility. In all cases, the Honor Council will deliberate and decide based on the information available to it.

When deciding a case, the Honor Council team will deliberate and vote on whether the student is responsible for a

violation of the Honor Code or rules on academic dishonesty. Council voters will first vote on whether or not they are sufficiently persuaded that the student is responsible for breaking the Honor Code or rules of the Faculty. A second vote will then be taken to determine the resolution or appropriate sanction. All votes will be taken based on a simple majority of the members on the Council team present and eligible to vote, except for votes to require a student to withdraw, which require a two-thirds vote of the Council team present and eligible to vote.

The Council may bracket or postpone a decision on any case, either to allow further discussion by the voting members at a later time or pending receipt of further information or documentation.

Ordinarily, the Secretary of the Council communicates the Council's decision to the student's RD and, in addition, sends a written notification of the decision to the student. The student may follow up with their RD, the Secretary of the Honor Council, or a voting member of the Council for further questions and information on the Council's decision.

The Honor Council's first commitment is to truth and honesty, and students are expected to be honest in communicating with the Council. In making decisions, the Council may take into consideration a student's demonstrated commitment to honesty. Dishonesty may result in increased sanctions or an additional disciplinary charge.

If the Honor Council desires additional assistance, the Secretary or Chair may request it, for example, in analyzing case documents or in providing assistance with deliberations, from faculty or staff who are not members of the Council. Any written reports provided to the Council by these individuals will be shared with the student, and the student will be apprised of the identities of the individuals asked to assist the Council with its work regarding their case.

Possible Outcomes

Votes by the Honor Council can result in a range of possible outcomes. Some of these outcomes change a student's status at the College, meaning that the student would not be "in good standing," and others do not. Outcomes of "scratch," "take no action," and "admonish" do not change a student's status. For cases of academic dishonesty, there are two additional sanctions that do not change a student's status at the College: Referral for Local Sanctions and Exclusion from a Course. The other possible actions of the Council, including "disciplinary probation" and "requirement to withdraw," *do* change a student's status in the College, meaning that they are no longer considered to be in good standing.

Generally, a student who is not in good standing is not eligible for certain fellowship opportunities or certain programs offered at the College, such as study abroad, cross-registration, or independent study. Before applying, a student should check to see if the opportunity requires a student to be in good standing. Similarly, a student must be in good standing to receive a degree from the College. Outcomes that change a student's status are disclosed to parents or guardians, as well as to graduate or professional schools under certain circumstances. See below for more details.

The Council's decisions are governed by the rules and regulations contained in the *Student Handbook* and are guided by considerations of equity. The Council is careful to treat each student fairly, and in reaching its decisions ensures that the outcome is consistent with its treatment of other students. To take action, the Council must be sufficiently persuaded that the student has violated the rules of the Faculty. In the event the Council finds the student responsible for a violation, the outcomes generally depend on two criteria: 1) the seriousness of the infraction; and 2) extenuating circumstances, including the extent to which a student has had similar trouble before. Any disciplinary action requires a majority vote of the members on the Council team present and eligible to vote or, in the case of a requirement to withdraw, at least two-thirds of the Council team members present and eligible to vote. The Honor Council's standard for finding a student in violation is based on the preponderance of evidence.

A. Finding of No Responsibility.

If the Honor Council determines that the Honor Code or rules on academic integrity and academic dishonesty have not been violated, it may take the following actions:

Scratch: A finding of no responsibility indicating that the Council believes that nothing wrong occurred, or that there are no grounds for action. A decision of scratch is recorded in a student's file to signal that the Council found no fault.

Take No Action. This response is a finding of no responsibility. It indicates that a serious accusation was made but was not or could not be substantiated.

B. Finding of Responsibility.

If the Honor Council determines that the Honor Code or rules on academic integrity and academic dishonesty have been violated, it may take the following actions:

Requirement to Complete an Educational Program. A requirement to successfully complete an educational program. This requirement may also be appended to any of the other actions listed below.

Admonish. A reprimand to a student whose behavior violates the rules or standards of conduct of the community. It also signals to the student that the Council may respond to future misconduct with formal disciplinary action. It becomes part of the student's official record, but is not considered a formal disciplinary action, and therefore does not change a student's status in the College.

Exclusion from a Course. Noted on the transcript, exclusion is an indication that the student was not permitted to continue in the course and received no credit. Exclusion from a course is equivalent in all respects to failing it, and in and of itself makes the student's record for the term unsatisfactory and therefore subject to academic review. Exclusion in a disciplinary case is ordinarily an action taken in conjunction with another outcome, such as Admonish, Probation, or Require to Withdraw. Though exclusion does not affect a student's standing at the College, an accompanying action on the unsatisfactory record as a consequence of the academic review may result in a change in a student's status.

Referral for Local Sanctions. A referral to the faculty member teaching the course in which the finding of academic dishonesty was made, with a recommendation that "local sanctions" (for example, mandatory tutoring, a course warning, an ungraded rework of the assignment in question, a grade penalty, or a failure for the assignment) are appropriate. Such sanctions will be imposed at the discretion of the faculty member, in consultation with the Council.

Disciplinary Probation. A strong warning to a student whose conduct gives serious cause for concern. Probation is a formal disciplinary action of the College and becomes part of the student's official record. During the period of time (to be specified by the Honor Council) that a student is on probation, any further instance of misconduct will cause the Honor Council to seriously consider requiring the student to withdraw from the College. Students on probation must be especially conscientious about their behavior and responsibilities. If the offense is related to participation in extracurricular activity, the Honor Council may at its discretion restrict such participation; in cases in which management of time appears to contribute to the problem, the Honor Council may require that the student obtain the Honor Council's permission for participation in each individual activity. The Honor Council may also attach additional requirements to probation. A student's failure to amend their conduct so as to meet the standards of this community is a grave matter, ordinarily leading to further disciplinary action, including requirement to withdraw. Students placed on disciplinary probation are ordinarily relieved of probation at the end of a set period of time.

(specified by the Honor Council in its decision) if they have maintained satisfactory conduct. Students on probation may not receive a degree until they have been relieved of probation by the Honor Council.

Requirement to Withdraw for Disciplinary Reasons. Action taken in serious disciplinary cases indicating that the student's behavior is unacceptable in this community. Requirement to withdraw is a formal disciplinary action of the College and becomes part of the student's official record. Requirement to withdraw ordinarily is effective immediately upon vote of the Honor Council.

For students who have been required to withdraw, the rules regarding financial aid and financial obligations (room rent, board, etc.) are the same as for undergraduates who go on leave of absence (see "Students' Financial Obligations"). Students who are required to withdraw from the University are not entitled to an identification card until they have been officially readmitted (see also "Harvard University Identification Cards").

A student who is required to withdraw for disciplinary reasons is not in good standing until readmitted and may not participate in any academic exercises or extracurricular activities. Students may not receive a degree until they have been readmitted to good standing in the College. In order to be readmitted, the student ordinarily must have been away from the College for at least one but ordinarily two or more full terms and must have shown an acceptable record of performance during a substantial period (at least six consecutive months) of regular employment. Employment must be full time, paid, supervised, and evaluated, and not in a business owned or controlled by the student's family. Without exception, students who have been required to withdraw must petition the Administrative Board to be readmitted to the College, and the Administrative Board's decision will depend on its judgment of the student's readiness to rejoin the College community (see also "Readmission after Requirement to Withdraw for Disciplinary or Academic Reasons"). A student who has twice been required to withdraw from the College will ordinarily not be readmitted. No student who for disciplinary reasons has been required to withdraw for the second and final time or dismissed from Harvard College may ordinarily enroll in the Harvard Summer School or in the Extension School.

Recommendation to Dismiss/Expel. In the most serious cases of misconduct, the Honor Council may require a student to withdraw and make a recommendation to the Faculty Council that the student be dismissed or expelled from the College. Dismissal severs a student's connection with the University, and they can be readmitted only in the rare instance of another vote by the Council; expulsion severs the student's connection with the University permanently.

During probation or Requirement to Withdraw students should be in regular contact with their RD and, where appropriate, their SAIF. Students required to withdraw are expected to remain away from campus; however, they should remain in regular contact with their RD and SAIF during their period of withdrawal.

Return/Relief from Probation

Students required to withdraw by the Council will need to petition to return at least twelve weeks prior to the start of the term in which they hope to return. Returning students should review and follow the return procedures published on the Honor Council website.

Reconsideration and Appeal

A. Reconsideration

A student found responsible for a violation of the Honor Code or rules on academic integrity may request that the Honor Council **reconsider** its decision if:

1. New materially relevant information becomes available that was not available to the student through the exercise of reasonable diligence at the time of the review; or
2. There is reasonable evidence of a procedural error that may change the outcome of the decision.

At least one of the grounds must be identified in a statement or materials for it to be successfully filed. Students who believe they have sufficient grounds for reconsideration should consult with their Resident Dean, the Secretary of the Honor Council, or their Personal Adviser (a faculty member or officer of the University affiliated with the Faculty of Arts and Sciences).

All reconsiderations must be filed with the Secretary of the Honor Council within one week of the disciplinary decision, unless, within that week, the Secretary grants an extension of time. Ordinarily, students will have only one opportunity to request a reconsideration.

If the outcome of a decision is a requirement to withdraw, a student must move out of their on-campus residence within five business days of receiving their outcome. *This timeline and action are independent of the reconsideration process.* If a student seeks additional time, they may contact the Dean of Students Office in the College.

B. Appeal

Students required to withdraw for more than one term by the Honor Council have two options to contest the Council's decision:

1. They may ask the Honor Council to reconsider its decision (via the process and deadlines described above);
2. Additionally, they may appeal to the Appeals Board.

These students may ask the Honor Council to reconsider its decision and, if unsatisfied with the Honor Council's response to the reconsideration request, may afterwards appeal to the Appeals Board. Alternatively, they may skip the reconsideration option and choose to appeal directly to the Appeals Board. However, once a student appeals to the Appeals Board, they forgo their reconsideration option and may not seek a reconsideration.

Requirement to Withdraw is an action taken in serious disciplinary cases indicating that a student's behavior is unacceptable in this community. A student may appeal the Requirement to Withdraw if:

1. The Honor Council made a procedural error that affected the action taken; or
2. Based on the disciplinary statistics from the last five academic years, the action taken was disproportionate.

At least one of the provisions must be identified in the student's statement or materials for it to be successfully filed.

Appeals to the Appeals Board must be filed with the Secretary of the Faculty. For disciplinary cases in which a student requests reconsideration but also wishes to appeal, appeals must be filed with the Secretary of the Faculty within one week of the decision regarding reconsideration. In cases in which a student does not request a reconsideration but wishes to appeal, appeals must be filed with the Secretary of the Faculty within one week of the disciplinary decision of the Honor Council. Further information about the appeals process can be obtained from the Secretary of the Faculty at secfas@fas.harvard.edu.

A student may not seek reconsideration following the filing of an appeal. *As with reconsiderations, the appeal timeline and outcome from the Honor Council are independent of the appeal process.* Once a student has been awarded a degree from

Harvard College, the option to have the Honor Council reconsider a decision or to appeal to the Appeals Board is closed.

In keeping with Section 504 of the Rehabilitation Act of 1973, a student with a disability who believes that the Honor Council did not properly consider any claims pertaining to their disability may seek further review from the Office of the University Disability Coordinator, including in disciplinary case decisions. For information on grievance procedures, visit the Harvard Accessibility Office website <https://aco.fas.harvard.edu/>.

Accommodations

Persons with disabilities (including those with mental and physical conditions) who would like to request any type of accommodation during the Honor Council process or who have questions about physical access, should contact Grace Friedman, Associate Dean of the Disability Access Office (DAO), at gracefriedman@fas.harvard.edu or the Secretary of the Honor Council in advance of the Honor Council team meeting.

Recusal/Conflicts

A student who believes that a member of the Honor Council presents a potential conflict of interest should contact the Secretary of the Council.

Multiple Charges

In the event that a student is thought to have violated rules of the College that would be handled by both the Honor Council and Administrative Board, the Dean of the College has discretion to designate one of these bodies to consolidate the case. If a student has been charged with or found responsible for violations that are heard by more than one student conduct board or offices (Honor Council, Administrative Board, Office of Dispute Resolution), the Dean of the College (or their designee) may direct the boards or offices to share information with the others so they have a complete and accurate picture of the disciplinary status or record of the student.

Serious Criminal Conduct

In the instance that a concern also involves allegations of serious criminal conduct, we advise students to seek legal counsel before making any written or oral statements to the College. (A separate letter explaining this issue will be given to students, if applicable.) The College's disciplinary process is pedagogical rather than judicial, and attorneys for students are not permitted to participate. However, students are advised to seek legal advice about how the College's disciplinary process could affect any criminal case in which they may be involved. Ordinarily, if a complaint is being pursued through the criminal justice system, the Council may assess the timing of the investigation so that it does not compromise the criminal investigation or the rights of the complainant or respondent. In some cases, the Council may choose to postpone or suspend its own review of the matter until the criminal case has been concluded.



HARVARD COLLEGE HONOR COUNCIL

Initial Statement Recommendations

As part of the Honor Council's review, you will have the opportunity to write a statement responding to the concerns that have been raised. Please note that you are encouraged, but not required, to submit this statement.

The statement is a valuable opportunity for you to describe the event and respond to the concerns that have been raised. Although you are welcome to share a draft of your statement with your Resident Dean, Student Academic Integrity Fellow (SAIF), personal adviser, a licensed mental health professional, clergy, or legal counsel, you must write the statement yourself.

As you write your statement, keep in mind that the Honor Council's first commitment is to truth and honesty, and students are expected to be honest in communicating with the Council. In making decisions, the Council may take into consideration a student's demonstrated commitment to honesty. Dishonesty may result in increased sanctions or an additional disciplinary charge.

Your statement should communicate your account of the incident and its context, as well as your reflections. Here are some points to consider:

Tell the story in full. This is your opportunity to relate in full the facts of the alleged incident as you recall them. Your response may discuss the class and assignment in question and the process used to complete the assignment, and you may find it helpful to refer to the specific concerns identified in the materials provided to you with the initial notification.

Describe the context. The Council is especially interested in your perspective on the incident and the context in which the incident occurred.

Reflect on the event. It is helpful to the Council for you to provide any conclusions you have drawn about the alleged incident, stating clearly why you believe your actions may or may not have violated the Honor Code or rules on academic integrity.

If you choose, you may also attach to your statement a descriptive list of all sources of information (e.g., persons, correspondence, records, etc.) that you believe the Council should investigate, along with a brief explanation of why you believe the inquiries would be relevant and helpful to the Council. Please identify sources of supporting information but do not attempt to obtain them yourself; the Secretary of the Council will request any statements or documents needed as part of the investigation.

Once your statement is completed, you may email your statement directly to honorcouncil@fas.harvard.edu within three days from the time the initial case materials were sent to you. You may submit your statement as an email attachment or in the body of your email. If sending as an attachment, please ensure that the file is either a PDF or a Microsoft Word file (with track changes, if any, accepted). Please do not submit your statement as a Google document or a Pages file. Alternatively, you may submit a hard-copy statement, either printed or hand-written, including your signature and the date.

Statements submitted are ordinarily shared with the reporting faculty member, who will be given the opportunity to submit a response to the student's statement to be shared with the team of the Honor Council considering the case as well as the student. If the case involves more than one student who may have violated the Honor Code or rules about academic integrity in the *Student Handbook*, the statements submitted by each

student will ordinarily be exchanged between the students before the team meeting. It is the clear expectation of the Council that students involved in the same case will write their statements separately and without discussion with each other. Communication about or collaboration on statements between students involved in the case is a potential violation of these procedures.



HARVARD COLLEGE HONOR COUNCIL

Student Academic Integrity Fellows (SAIFs)

The Student Academic Integrity Fellows (SAIFs) are available to answer your questions and provide support throughout the process. SAIFs are Harvard College students who have been trained in the Honor Council process and who can help answer any questions you might have about it. A SAIF is also a peer who can listen to your thoughts or feelings about the case and direct you to other resources you may need, including your Resident Dean. (A SAIF is a peer supporter, and is not intended to replace the advising you will get from your RD.)

Please note that while you may find a SAIF a useful support, the choice of whether to work with a SAIF or not, as well as the choice of which SAIF to work with, is yours. Selecting a SAIF, or choosing not to work with one, will not affect any of the proceedings or how the Honor Council responds to your case.

A SAIF can offer support throughout the process in a number of ways:

- Your SAIF can read through a draft of your personal statement and provide suggestions on how to best communicate your perspective to the Council;
- Your SAIF can help you think about possible questions that may come up during your appearance with the Honor Council;
- Your SAIF can accompany you to your meeting with the Honor Council, at which your RD will also be present;
- If you so choose, your SAIF can help support you through the follow-up to the response.

Please note that you can also choose to stop meeting with your SAIF at any point during the Honor Council process.

You can feel free to meet with your SAIF when you feel like you need someone who understands the process you are going through and talk to about your situation. However, it is important to note that your SAIF is not your advocate or counselor. SAIFs are members of the Honor Council and, if a student provides contradictory information to voting members and a SAIF, the SAIF will make the discrepancy known to voting members. All information about your case will remain confidential outside of the Honor Council.

If you have decided to select a SAIF, you may choose the member from the attached page, which includes the names of all available SAIFs. After you have made your choice, please email your case manager or the Secretary of the Honor Council within two days from the date of the initial notification.

List of Student Academic Integrity Fellows (SAIFs), 2025-26

Avi Agarwal, Class of 2027, Leverett, Government/Economics

Victor Bowker, Class of 2027, Quincy, Government

Rishab Jain, Class of 2027, Adams, Neuroscience

Neeraja Kumar, Class of 2027, Mather, Government/South Asian Studies

Tahamina Prity, Class of 2027, Mather, Comparative Study of Religion

Sophie Sharum, Class of 2027, Quincy, Computer Science

Hudson Skove, Class of 2028, Quincy, Undeclared

Matthew Tobin, Class of 2027, Winthrop, Government/Economics