My student may have violated The JMU Honor Code. What should I do?

If a student reported the violation to you, make sure you get:
1. The name, email, and phone number of the reporting individual.
2. A description of the action observed.
3. Names of others who may have also observed the action.

Meet with the student; raise questions to better understand the situation with the student.

Yes, I'll solve it myself with an Informal Resolution Agreement.

Print and fill out the Informal Resolution Agreement.

Discuss the situation and assign a penalty with the student. Sign the form and get the student’s signature.

Student disagrees with punishment.
Student agrees with punishment.

Is there sufficient evidence that the student committed a violation?

Yes, there is sufficient evidence.
No, there is insufficient evidence.

Student is charged.

Hearing is held.

Is the student found responsible?

Yes
No

Penalty is determined and assigned.**
No further action; case is closed.
Hand the case over to the Honor Council.
Send to Honor Council Coordinator.

* If the violation is not course-specific to your class, such as a student selling papers, it should be immediately reported to the Honor Council Coordinator.
** Students may appeal a case. See the Honor Council website for more information on the process.