



HONESTY • INTEGRITY • RESPECT

Welcome to Saint Mary's College of California

This sheet is meant to provide you with an overview of information about the Academic Honor Council (AHC), how faculty may interact with the AHC, and how academic integrity can be supported on campus.

WHO WE ARE

- We promote academic integrity and uphold the College's Academic Honor Code.
- We are guided by LaSallian principles, SMC values, and mission.
- We believe in the rehabilitative nature of our process.
- We expect faculty to be upstanding members of the St. Mary's Community and model academic integrity.

The team

- Comprised of 20 Undergraduate and Graduate students, 10 faculty, and 1 professional staff administrator.
- Housed in the Student Success Office overseen by Assistant Vice Provost Dr. Tracy Pascua-Dea

Many students join the AHC as a result of being referred by faculty!

Contact Lorelei Bresler, Academic Honor Council Coordinator and Student Success Analyst at lsb2@stmarys-ca.edu

THE HONOR CODE & REPORTING PROCESS

The Honor Code

As an honor code institution that is built on trust, we are a community that is committed to fostering the development of scholars that practice integrity in all academic endeavors.

Learn more on our website

<https://www.stmarys-ca.edu/academic-honor-council/academic-honor-code>

Reporting Process

1. If you suspect there has been a violation of the Honor Code first speak directly to the student(s) in question. Identify and discuss the violation with the student. Let the student know you are obligated to make a report to the AHC. Inform the student they will be contacted by the AHC Coordinator.
2. Go to the website and complete the reporting form. You will need to provide the students name, ID number, information about the course, and an explanation about the violation.

3. If the violation is contested, you will need to attend the AHC Review Board hearing so it's helpful to also include information on your availability and how best to contact you.

Next Steps

1. Student meets with the coordinator and is assigned an AHC Student Advisor.
2. Student chooses a No-Contest Resolution OR Requests AHC Review Board.
 - a. The Review Board meets with the student and faculty together
 - b. The Review Board determines:
 - i. Whether or not a violation more than likely occurred, and if so
 - ii. What sanctioning will be
3. The standard sanction is an XF grade on the transcript for the course. Students are required to take a 6-8 week Academic Integrity Seminar course (AIS). Upon successful completion of the AIS the X is removed from the transcript.

REHABILITATIVE PEER-LED INTEGRITY SEMINAR

Our 6-8 week seminar enables graduate and undergraduate students to

- ★ Take responsibility
- ★ Learn from their mistakes
- ★ Comprehend how their actions affect peers, our community, and their lives beyond college



RESOURCES

Ways to Model Academic Integrity

1. Promote responsible research practices
 2. Define collaboration within your curriculum
 3. Alternate and proctor your own exams
 4. Talk about academic integrity and intellectual property/authorship often
 5. Request honor code workshops for your courses
 6. Refer students to the writing center, library staff, tutoring center and other campus resources
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