

Faculty Adjudication Handbook



NOTICE

At any time, the student and the professor have the right to report the case to the Honor Board and the Honor Board will take over the investigation of the case.

FAQ

What is Faculty Adjudication?

Faculty Adjudication that allows professors to investigate a potential Honor System violation on their own for assignments worth less than 13% of the final grade in a course. For assignments worth equal to or greater than 13%, the professor must report the violation to the Honor Board.

What Penalty Should be Selected?

Penalties should be in accordance with the Honor Board Penalty Matrix. The penalty must be agreed upon by the student and the professor prior to submission to the Honor Board. If a penalty agreement cannot be reached, the professor should make a full report to the Honor Board so that it can investigate the suspected violation of the Honor System. The Honor Board reserves the right to change the penalty.

How does a Professor Report Adjudication to the Honor Board?

The Faculty Adjudication Form found on the Honor System Website and at the end of this handbook must be completed by the professor and student. Only one form per student should be submitted. Please send the forms directly to Honor@stevens.edu.

Who can Perform Faculty Adjudication?

Faculty adjudication can only be performed by professors. Teaching Assistants may not perform faculty adjudication.

Recommended Faculty Adjudication Steps

Step 1: Investigate suspected violation

- Review assignment in question
- Determine possible violations
- (If necessary) Meet with other students, professors, Honor Board representatives, etc.

Step 2: Discuss violation with student

- Ask student for their account of the violation

Step 3: Review Penalty Matrix

- If the student admits to the violation, review the Penalty Matrix for possible penalties
- Discuss reasoning for a possible penalty

Step 4: Agree on Penalty and submit form

- Agree on penalty for violation
- Fill out Faculty Adjudication Form
- Submit form to Honor@Stevens.edu

Note: If at any point, the student and professor disagree on a reasonable penalty or on the violation, report the case to the Honor Board.



Stevens Honor Board Faculty Adjudication Report Form

Date: _____

Professor: _____

Student: _____

Student CWID: _____

Course Name: _____

Course Code: _____

Description of Violation:

It is advised that the agreed-upon penalty follows the Honor Board Penalty Matrix, found on the Honor Board website. The Honor Board holds the strong belief that it is important to learn and self-reflect after committing a violation so that students are able to grow from any mistakes made. Consequently, it is recommended that a learning component in the form of a Penalty Essay or Ethics Course is included in the penalty. Information about essays and ethics courses can be found on the Honor Board website. If there are any questions or concerns, please contact honor@stevens.edu.

Penalty:

By signing this form:

1. I agree that the violation is valued at less than 13% of the final grade in this course.
2. I agree that the action in question is an Honor System violation.
3. I agree that the proposed penalty is appropriate.
4. I understand the Honor Board has the right to reopen the case and change the penalty.
5. I, the student, understand that I have the right to request a full investigation within 10 days of this form's submission by informing the Honor Board.

☐ CHECK BOX IF EITHER THE STUDENT OR THE PROFESSOR IS NOT COMFORTABLE WITH THE PENALTY AND WOULD LIKE THE HONOR BOARD TO INVESTIGATE THE CASE.

Professor's Signature

Student's Signature

