



HONOR CODE TA HANDBOOK

If you suspect that a violation has occurred in a course for which you are a Teaching Assistant or Grader, please refer to the following information.

1. Do not discuss the suspected violation with anyone but the professor. It is the Honor Council's policy to keep all cases confidential.
2. You may discuss any potential violation with the professor to see if what you suspect is in violation of their policy. Please do not reveal names unless you find it absolutely necessary.
3. Grade the assignment as though there was no violation. Keep a copy of the assignment and return the original to the student as usual. If the Honor Council assesses a penalty that involves a grade change it will be implemented by the administration.
4. Contact the Honor Council officers at honor@rice.edu or x2426. They will direct you to write a letter of accusation addressed to the Honor Council Chair.
5. The letter of accusation should include:
 - The date, your name, and contact information (e-mail and phone number)
 - The accused student's name, the course title and number
 - A description of the assignment in question and an explanation as to why the assignment is suspicious and why this might be an Honor Code violation; specificity is helpful for members who may not be familiar with this particular area. Be very specific and explicit.
6. If possible include a copy of the assignment, a statement of the Honor Code policy for the particular course, and the course syllabus with the letter of accusation.
7. Things to know about the accusation:
 - Your name is not revealed to the accused student unless the case proceeds to a Hearing.
 - Professors will be informed that there is a pending case in their class, but will not be told the name of the accuser.
 - You and the professor may be contacted by the Honor Council for more information as the case proceeds.
 - You will be notified of the progress and the outcome of the case.
8. For more information regarding Council policies and procedures, please consult the Honor Council Blue Book online at <http://honor.rice.edu>. Feel free to contact the officers at honor@rice.edu or x2426 at any time if questions arise.