

# Incident Report Received

Before reporting a potential violation to the Honor Council, the Reporting Party provides the student an opportunity to offer an explanation. If the student acknowledges responsibility or if the explanation is insufficient, the Reporting Party submits a report using our online report form.

**Informal Resolution**  
(if Chair deems appropriate)

**Standard Procedure**

**Information Session**

**Initial Meeting**

The Presiding Chair and the Procedural Advisor (PA) meet with the student to review their rights, review the report, and discuss the Honor Process. (Student can waive an in-person meeting and receive this information in writing, if desired.)

If the student has a Student Advisor, the advisor can attend this and all subsequent meetings (including the Panel).

**Student  
Agrees to IR**

**Student  
Does Not  
Agree**

**Case  
Resolved**

**Investigation**

The Investigating Committee (IC) meets with the Respondent, Reporting Party and any material witnesses to gather statements and information pertaining to the matters under review.

The IC compiles these into the Investigating Committee Report, usually within 14 working days.

**Panel**

If the Council refers the matter to a panel, the Presiding Chair and PA arrange a Pre-Panel Meeting with the student to review Panel procedures, provide the documentation the Panel will review, and discuss any special accommodations/concerns.

The Panel is divided into the Judgment Phase and, if necessary, the Sanctions Phase. The panel considers a student “not responsible” unless responsibility is established beyond a reasonable doubt.

If a Respondent accepts responsibility and requests an Expedited Resolution, the panel can bypass the Judgment Phase and move directly into the Sanctions Phase.

After the Panel, the Respondent meets with a member of the SARP staff to receive the outcome and discuss appeal options. The student may then file an Appeal within 5 working days of notification.