**Honor Code Procedures–Spring 2021 Final Exams**

1. The Honor Code applies to all take-home exams and papers given in lieu of exams.
2. Do not open exam questions until allotted exam period (as per your professor’s instruction) begins.
3. Please be aware of which exams are open book and which are closed-book. For closed-book exams, no books, notes or other materials are to be used.
4. Either when you are finished with the exam, or at the end of the exam period, be sure to turn in your exam and any additional materials in accordance to what your professors have outlined. If you fail to do so, you will receive an incomplete in the course and will be asked to turn yourself in to the Honor Board.
5. According to faculty rules, failure to take or return a final exam without having requested an extension results in automatic failure of that exam, not necessarily the course. Please consult with your professors for course-specific information on when to return your exams.
6. Once you have opened the exam you are required to turn in the exam at the end of the period by the method indicated by your instructor.
7. If you become ill during the exam–make note of your stop time, and email your instructor and cc: registrar@brynmawr.edu
8. If notice a problem/error with the exam, email your faculty member and cc registrar@brynmawr.edu and continue taking the exam. Write an explanation of the issue.
9. All Haverford, Swarthmore, and Penn students, special students, post-bacs and grad students who take undergraduate courses at Bryn Mawr are subject to Bryn Mawr’s Honor Code. Similarly, Bryn Mawr students taking courses at other institutions are subject to their honor codes and/or exam rules. If you are taking a course at another institution you should find out what the exam rules are before taking your exam.
10. Arrangements for the distribution and collection of take-home exams should be made between the student and their instructor.

**Honor code violations:**

If you suspect that an Honor code violation may have occurred, follow the appropriate procedure outlined below.

1. Talk to the person whose actions you question. Listen to what they have to say on the matter. If you are still concerned and unclear about what occurred, take step 2.
2. Ask the person to contact the Head of the Honor Board within the next 48 hours. If after 48 hours you have not received word from the Honor Board Head that contact with the confronted student has been made, you should contact the Honor Board Head yourself. The co-heads of the Honor Board will inquire about the situation and determine whether an Honor Board hearing is appropriate.
3. Remember! Confrontations should occur only between the parties involved. It is not in the spirit of the Code to discuss possible violations with anyone other than either the student directly involved or an Honor Board member. Do not hesitate to question an action that you think might be against the Code. Not every confrontation results in a hearing. It is important to clear up misunderstandings quickly, especially since Finals period is a stressful time for almost everyone! The Honor Code is only as strong as each individual makes it!

**Sincerely,**

The 2020-2021 Honor Board

Contact us: honorboard@brynmawr.edu, lmburke@brynmawr.edu