

Capital University Law School Honor Code Reporting Process

I. Introduction

The Honor Code is codified in Section 6.2 of the Capital University Law School Manual of Policies and Procedures (“MPP”). As stated in the Preamble:

“The success or failure of an Honor Code is dependent on the willingness of those governed by it to enforce it. If the Honor Code is to be effective, each student must make a personal commitment to comply individually with its provisions and must accept the responsibility of assuring compliance by other students. A student's sense of justice and integrity should obligate him or her to report violations of the Honor Code in order to preserve the academic integrity of the Law School.”

MPP 6.2.01.

II. Reporting Process

This handout outlines the procedures for reporting alleged Honor Code violations, as set forth in Section 6.2.08 of the MPP.

a. Who To Report To

Under MPP 6.2.08(B), “A student, faculty member, administrator, or other person who has reason to believe that a violation has occurred may report such to any member of the Honor Committee or to designated administrators in the Dean’s Office.”

For the 2025-2026 academic year, the Honor Code Committee members and designated administrator in the Dean’s Office are:

Honor Code Committee	Position
Professor Mark Brown	Faculty Chair
Professor Rob Barnhart	Faculty Member
Professor Greg Hall	Faculty Member
Professor Paige Kohn	Faculty Member
Alexa Nicolozakes	Student Member
Jordan Kulis	Student Member
Madelyn Davis	Student Member
Aubrianna Jones	Student Member
Dean’s Designated Administrator	Position
Alicia Gilbert	Dean of Student Affairs

b. How to Report

i. **Faculty and Administrators—Writing or Email**

Under MPP 6.2.08(B), “A faculty member or administrator should make his or her report in writing or by email, which should then be delivered to the faculty Chair of the Honor Committee.”

ii. **Students—Written, Email or Oral Reports**

Under MPP 6.2.08(B), students may make an initial report in either of two ways:

1. Written Report: “Submission of a written report or email to an Honor Committee member, or to any designated administrator in the Dean’s Office, which should then be delivered to the Chair of the Honor Committee.”
2. Oral Report: “Give an oral report to a member of the Honor Committee or to a designated administrator in the Dean’s Office. The Honor Committee member or designated administrator in the Dean’s Office to whom an oral report is made should memorialize the report in writing as soon as possible after the report and deliver it to the faculty chairperson of the Honor Committee.”

c. What To Include in the Report

The following information is helpful for reporting purposes:

1. Name of Alleged Honor Code Violator
2. Name of Reporting Party (cannot be anonymous)
3. Email Address of Reporting Party
4. Description of Alleged Honor Code Violation:
 - a. Where the alleged violation occurred
 - b. When the alleged violation occurred
 - c. What Honor Code provisions may have been violated
 - d. Who was involved in the alleged violation, including the alleged violator and any witnesses

If you have any questions about reporting or the Honor Code generally, please contact the faculty chair, Professor Mark Brown, at mbrown@law.capital.edu.