

NAVIGATING HONOR BOARD ONLINE

Understanding the Platform

Now that Honor Board has migrated to a virtual platform, your interactions with Honor Board will look different. Most importantly, all documentation completed and/or received will be done so virtually. This document was created to help you understand how you, as a member, will interact with the new platform and so you'll know what to expect when participating in Honor Board action.

Email Notifications

Email notifications are essential to the success of Honor Board reporting moving online. Honor Board materials will be coming to the email attached to your Delta Gamma account which may require your action or response within a set amount of time. These emails are automatically generated and will come from a Delta Gamma email address that your email account may not recognize.

First and foremost, please ensure the primary email on your member account is your preferred email address. All automated emails will be sent to that email address. To verify the email associated with your member profile, please view your member profile at members.deltagamma.org. Additionally, to ensure you receive these important emails and they are not automatically sorted into your junk or spam folder, please save the Notifications@DeltaGamma.org email as a contact or add it to your safe sender list.

What to Expect

The only Honor Board process that will not be integrated into this new platform is Early Alumnae Status applications. For all other interactions with Honor Board, you can expect to receive an automated email or interact with the system on the member site. The ways you can expect Honor Board to look different include:

- Submitting a Statement of Obligation Review (SOR)
- Automatic Probation Notifications (APNs)
- Formal hearing notifications and decision outcomes

Be certain to carefully review all communication coming from the Notifications@DeltaGamma.org email. Honor Board will assume that you have received and reviewed the communication in its entirety, so failure to act on or follow-up to any communication received may result in additional conversations with Honor Board.

Submitting a Statement of Obligation Review (SOR)

Statement of Obligation Reviews (SORs) are submitted electronically via the [Delta Gamma member site](#). Members will need to log in to the website in order to submit an SOR. Instructions on how to reset their account password can be found on the login page by clicking “Trouble Logging In?”.

In order to complete this action, the member submitting the SOR must know the name and chapter of the member(s) for whom she is submitting an SOR; detail about the actions or behavior pertaining to Delta Gamma and/or chapter policy, State and Federal laws or University policy violations; and any accompanying documentation which explains or supports the actions and behavior detailed previously.

Once logged into the member site, perform the following steps:

- 1.** Find the Tools and Resources tab on the toolbar at the top of the page. Navigate to the Honor Board section of the tab and from there, select Statement of Obligation Review Submission.
- 2.** Carefully read the help text outlining expectations when submitting an SOR and download the SOR Template to be used later
- 3.** Click Add SOR Submission at the bottom of the page
- 4.** A new window will appear to search for the member in question
- 5.** Enter the member’s first and last names when prompted
- 6.** A list of all collegiate members with that name will appear. Please select the correct member based on the member’s current chapter affiliation
- 7.** Once you have identified the correct member, click Select Member
- 8.** A new window will pop up. The name of the member selected will appear in the top left of the page and cannot be edited
- 9.** Please answer Yes or No to the questions as outlined. If you select No, please provide additional information which support the No response
- 10.** Once the questions have been answered and additional information has been provided, scroll to the questions which include a file upload. The first of these questions is required and the SOR Template for this question was downloaded previously
- 11.** Complete the SOR Template as prompted
- 12.** Upload the SOR Template and any supplementary documentation in the fields provided
 - a. Note: The maximum file size that can be uploaded is 40 MB. If you are interested in uploading a lot of documentation, including photographs or video, please either provide links to the original content (on Instagram, TikTok, YouTube, etc.), or embed original photos and video within a Word or Pages document to maximize the amount of

documentation submitted. If you are not able to upload all of the documentation you would like to submit, please prioritize the documentation which most clearly demonstrates the actions or behaviors you reference previously.

- 13.** Carefully review the information outlined to ensure accuracy
- 14.** Scroll to the bottom of the page
- 15.** Read the bolded statement carefully
- 16.** Enter your full name as prompted at the bottom of the page to certify the information provided is accurate and that you have read the previous statement
- 17.** Click Save & Close to submit the SOR
- 18.** A copy of the SOR submitted will appear at the bottom of the original page in the member site for your records

Upon submission of the SOR, the vp: social standards of the chapter of the member in question will receive an automated email alerting her that an SOR has been submitted and is ready for her review. You will not receive updates from Honor Board after submitting the SOR due to the confidentiality of the process, and it is expected that you also keep in confidence the information you submitted.

Submitting an Action Appeal

In the event a member wishes to appeal her formal hearing sanction or an APN, she will now do so via the [Delta Gamma member site](#). This is the same location as where SORs are submitted. Action appeals for both formal hearing sanctions and APNs are submitted via the member site. Every member of the chapter gains access to the member site upon claiming her account during the new member period, so both new members and members have access to this platform.

In order to complete this action, the member in question must be prepared to explain her reasoning as to why she believes her activity should be appealed and provide any relevant accompanying documentation to support her explanation.

Once logged into the member site, perform the following steps:

- 1.** Find the Tools and Resources tab on the toolbar at the top of the page. Navigate to the Honor Board section of the tab and from there, select Action Appeal Submission
- 2.** Carefully read the help text outlining expectations when submitting an appeal and download the Letter of Appeal Template to be uploaded later
- 3.** Click the + icon in the lower left-hand side of the page above the table
- 4.** A pop up will appear to complete the action appeal form
- 5.** Please indicate the type of action being appealed and provide the date of the formal hearing if applicable

- 6.** Complete the Letter of Appeal Template to provide clear explanation as to the reason for your appeal
- 7.** Upload your Letter of Appeal and any supplementary documentation in the file upload fields provided
 - a. Note: The maximum file size that can be uploaded is 40 MB. If you are interested in uploading a lot of documentation, including photographs or screenshots, please embed the documentation within a Word or Pages document to maximize the amount of documentation submitted.
- 8.** Carefully review the information outlined to ensure accuracy
- 9.** Scroll to the bottom of the page
- 10.** Click Save & Close to submit the SOR
- 11.** A copy of the submitted action appeal will appear at the bottom of the original page in the member site for your records

Upon submission of the action appeal, the RCS/CAC/NCC will receive an automated email alerting her that an appeal has been submitted and is ready for her review. You will receive written confirmation of the RCS/CAC/NCC's decision.