

INFORMATION FOR STUDENTS WHO HAVE BEEN CALLED TO APPEAR BEFORE THE WASHINGTON COLLEGE HONOR BOARD

The purpose of the Washington College Honor Board is to adjudicate cases of alleged violations of the Washington College Honor Code. These violations may be academic or social violations of the Honor Code. Students who are being brought before the Honor Board often have many questions and concerns about the process. The information below is meant to address those questions and concerns and help students prepare for the hearing. Questions that are not answered below can be directed to Sarah Feyerherm, Associate Vice President of Student Affairs.

• Rights of a Student Called Before the Honor Board

You have certain rights in regard to the judicial process at Washington College. The student brought before the Board has the right to...

- Be treated with respect and dignity
- Be notified of the alleged violations at least 6 class days prior to the hearing
- An explanation of the campus judicial process
- Request a separate hearing if there is more than one student brought before the Board
- Review information contained in his/her student judicial file in the Student Affairs Office
- Bring witnesses to the hearing (with prior notification)
- Have an advisor with him/her throughout the proceedings (advisors may attend but not participate in the hearing itself)
- Present information on his/her own behalf
- Be informed in a timely manner of the board's findings and of the outcome of the hearing
- Appeal the decision of the hearing board by submitting, in writing, the appeal to either the VP for Student Affairs (for social cases) or the Provost (for academic cases) within 5 class days of the date of the Honor Board decision

• Structure of the Honor Board

The Honor Board is composed of both students and faculty members. Students are named to the Honor Board by the SGA Executive Board through a selection process at the beginning of the academic year. Nine students are selected and they rotate throughout the year as one of the three student panelists at any given hearing. Six faculty members are appointed to the Honor Board with just two serving on a panel at any given hearing. The

Honor Board is presided over by the student chairperson who facilitates the hearing. Other advisory members of the Board include: The Dean of the College or designee and the Dean of Students or designee who act as advisors to the Board. In some instances, cases may be referred to be heard in a Conduct Meeting. A Conduct Meeting is different from a full Honor Board hearing in that the number of panelists is reduced. Conduct Meetings are often recommended when a separation from the College (through either suspension or expulsion) is not an expected outcome. Most frequently Conduct Meetings include the chair and vice chair of the Honor Board as well as an administrator who serve as panelists. All of the following information is relevant to Conduct Meetings as well as full Honor Board Hearings.

- **Preparing for a Hearing**

Students called before the Honor Board are strongly encouraged to prepare their opening statement ahead of time. If the student would like to review his or her student judicial file or specific information (including incident reports and witness statements) about the case, he or she should contact the appropriate administrators at least 48 hours prior to the scheduled hearing. For social violation hearings, students should contact Janet Sigler (jsigler2) or Dean Sarah Feyerherm (sfeyerherm2) in the Student Affairs Office. For academic hearings, students should contact Dean Patrice DiQuinzio (pdiquinzio2) or Professor Aaron Lampman (alampman2). All information contained in a student's file is confidential and students will be required to sign a statement indicating that they understand that and will not release any information about other students whose names are contained in the documents they receive.

- **Appropriate Dress**

Students who appear before the Honor Board should keep in mind that their appearance can send a message about how seriously they are taking the hearing and their respect for the process. There is no specific dress code for students appearing before the Honor Board but it is recommended that students avoid overly casual clothes. Students bringing case or character witnesses may also want to encourage those witnesses to carefully consider what they wear to the hearing.

- **Witnesses**

There are two types of witnesses that can be present at Honor Board hearings, case witnesses and character witnesses.

Case witnesses are those who have factual knowledge about the alleged violation. Case witnesses appear before the Honor Board one at a time and

can present a brief statement. After the case witness's statement, the Honor Board and the respondent will have the opportunity to question that witness.

Character witnesses do not have any factual knowledge about the alleged offense but are able to address the character of the student brought before the Board. Normally, character witnesses submit a statement prior to the hearing and do not attend the actual hearing. The student respondent can request that the character witness appear at the hearing and make his or her statement in person but there is no questioning of character witnesses.

When a student respondent is notified that he/she will appear before the Honor Board, he/she must provide the Honor Board Chair the names of any witnesses he/she wishes to present at the hearing as well as the name of his/her advisor (if any) who will be attending. Those names must be sent to the Honor Board Chair no later than four class days prior to the hearing. Witnesses can also be called by the administrators (representatives of the Dean of Students or Provost's Office) who are facilitating the hearing. These Honor Board administrators make the final decision about which witnesses will appear at the hearing.

Additional Information for witnesses can be found under the heading "Preparing for a Hearing" at: <http://www.washcoll.edu/campuslife/honor-code/>.

● **Honor Board Hearing Procedures**

The student who is the subject of the complaint (Respondent) can expect the Honor Board hearing to follow the agenda below (although minor changes may be made in this agenda depending upon the nature of the case):

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| 1. Call to Order | <i>Honor Board Chair</i> |
| 2. Introduction of Honor Board Members | <i>Honor Board Members</i> |
| 3. Alleged Violations Stated | <i>Honor Board Chair</i> |
| 4. Opening Statement | <i>Student Respondent</i> |
| 5. Questioning of Complainant and Respondent | <i>Honor Board Members</i> |
| 6. Case Witnesses for both Complainant and Respondent (one at a time) | <i>Witnesses</i> |
| 7. Questioning of Case Witnesses | <i>Honor Board Members;
Student Respondent</i> |
| 8. Dismissal of Case Witnesses | <i>Honor Board Chair</i> |
| 9. Additional questioning of Respondent | <i>Honor Board Members</i> |
| 10. Respondent Closing Statement | <i>Student Respondent</i> |
| 11. Dismissal of Respondent | <i>Honor Board Chair</i> |
| 12. Deliberation (Responsible or Not Responsible) | <i>Honor Board Members</i> |
| 13. Decision (Responsible or Not Responsible) | <i>Honor Board Panelists</i> |
| 14. Report on prior violations or incidents | <i>Assoc. VP for Student Affairs and/or Assoc. Provost or designee</i> |

15. Deliberation of Sanction	<i>Honor Board Members</i>
16. Decision on Sanction	<i>Honor Board Panelists</i>
17. Dismissal of Honor Board Members	<i>Honor Board Chair</i>

● **Attendees at Honor Board Hearings & Advisors**

Please note that attendance at Honor Board hearings is limited to the following: those who are members of the Honor Board; those involved in the administration of the hearing; witnesses called before the Honor Board; the student respondent; and an advisor who the student respondent has designated. The advisor can be a student, staff member, or faculty member at Washington College and may attend and provide support for the respondent during the hearing but may NOT participate in the hearing itself (ie. asking questions of witnesses, making statements, etc.). Parents of students are not allowed in Honor Board hearings except in rare circumstances where the parent is serving as the student’s advisor and it has been approved by the administrator in charge of the hearing. If a student desires to have an advisor present, it is strongly recommended that that person be a member of the Washington College community.

● **Opening and Closing Statements**

After the charges have been stated at the hearing, the student respondent will then be able to make an opening statement that includes a summary of his/her version of the incident that resulted in the alleged violation as well as any other information that he/she feels is relevant to the case. It is recommended that the student write out the opening statement and make sure that the statement is clear and thorough. While there is no set time limit, opening statements normally do not last more than a couple of minutes. If the student brought before the Board is admitting to the violation, then it is also appropriate for the student to express his/her acceptance of responsibility in the opening statement and any actions he/she has taken since the violation to address that acceptance.

The closing statement should summarize the student’s viewpoint. Again, if the student is admitting to the violation, the closing statement should indicate that as well as what the student has learned from the experience. If the student is contesting responsibility, then he/she should summarize why.

● **The Hearing and the Outcome**

Honor Board hearings normally take anywhere between 45 minutes to three hours to complete. Following the hearing (normally the next day), the student brought before the Board will be notified whether the Board determined if the student was found responsible or not responsible for

violating the Honor Code. If it was determined that the student was responsible for violating the Honor Code, he/she will also be informed of the sanctions at that time. Sanctions for students found responsible for violations of the Honor Code can range anywhere from an Official College Warning through expulsion.

● **Appeals**

A student found responsible for violating the Honor Code has five class days to submit a written appeal. Appeals for social violation cases should be sent to the Vice President and Dean of Students, Mela Dutka (mdutka2). Appeals of academic violation cases should be sent to the Provost, Emily Chamlee-Wright (echamleeewright2). The appeal should be typewritten, signed, and when possible, hand-delivered to either the Vice President and Dean of Students or the Provost.

For more information about the appeal process, including the criteria for appeals can be found on pages 19-20 of the student handbook at: <http://www.washcoll.edu/live/files/954-student-handbook-201213>. Student respondents who intend to appeal a decision of the Honor Board are expected to read this information in the handbook carefully before submitting an appeal.

● **Confidentiality**

Names and information related to Honor Board cases are confidential and are only communicated to Honor Board members or other members of the College community who have a legitimate and educational interest. Students involved in any Honor Board hearing are prohibited from releasing the names of any students (whether respondents or witnesses) or communicating information that would allow those students to be identified.

● **Other Questions**

The Student Handbook contains a comprehensive description of the Washington College Honor Code and more information about the Honor Board and its procedures. Students called to appear before the board are strongly encouraged to review the section titled "The Washington College Honor Code and Student Judicial System" in the handbook found here:

<http://www.washcoll.edu/live/files/954-student-handbook-201213>

Any other questions about the Honor Board, its policies or procedures, can be directed toward Brittany Weaver, Student Honor Board Chairperson, (bweaver2@washcoll.edu), Sarah Feyerherm, Associate Vice President for Student Affairs (sfeyerherm2@washcoll.edu/410-778-7752), Prof. Aaron

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Lampman (alampman2@washcoll.edu) or Patrice DiQuinzio, Associate Provost (pdiquinzio2@washcoll.edu).