

Investigation Procedures Manual

Last Revised: 24 August 2018 by J. Kraszewski



Confidentiality

During the investigation, no specific information involved in the case may be made public. If information is made public, such action will be treated as a breach of confidentiality and subject to investigation and possible prosecution. After the case has concluded, the accused student is able to freely discuss the outcome of the case, however all other parties will still be bound by confidentiality.

Presumption of Innocence

Anyone under investigation by the Honor Board will not be considered in violation of the Honor System until found otherwise.

Roles

- a. ICC
 - i. The Investigating Committee Chair will:
 1. Maintain all case related information
 2. Conduct all case related correspondence and set up meeting times.
 3. Submit case updates prior to each Honor Board meeting.
 4. Present Case Updates at GBMs
 5. Complete case documentation
 6. Ensure ICA is at scheduled meetings, report to Chair if not
 7. Must have Accused Rights Form signed prior to discussing any case-related information with accused student
 8. Must explain Honor Board Confidentiality policy at first meeting with each involved individual.
- b. ICA
 - i. The Investigating Committee Assistant will:
 1. Take minutes at investigation meetings
 2. Present case updates at GBM if ICC is absent
 3. Ensure ICC is at scheduled meetings and report to Chair if absent
- c. PA
 - i. The Procedural Advisor will:
 1. Meet with accused at his/her discretion and answer any procedural questions they have
 2. Maintain Confidentiality from everyone
 3. Assist accused with hearing preparation and sit next to them during hearing

Meetings

- a. At least 2 honor board members must be present at all investigation meetings

- b. Minutes must be approved and signed by everyone in attendance
- c. If accused student doesn't reply within a week, the ICC can schedule a meeting. The accused student will have 72 hours to submit an excusal for the meeting. Possible reasons include:
 - i. Medical concerns
 - ii. Inability to travel to campus
 - iii. Student is employed and scheduled to work during the time of the meeting
 - iv. The student is a Stevens Athlete representing the University in a competition at the time of the meeting
- d. The Honor Board can request proof of reason for missing mandatory meeting.
- e. Any accused who misses 2 scheduled meetings with the IC without a valid excuse submitted within 72 hours of notice of the meeting will be assumed responsible.
- f. If in the opinion of the Honor Board Advisors and Executive Board, the accused student appears to be purposely delaying the investigation, the Honor Board can set a mandatory meeting time.
- g. The IC may accept a signed confession or stipulated confession from the accused student, two Honor Board members must be present.