

Honor Code Council Procedures

The procedures outlined below are intended to assure fundamental fairness in the resolution of charges. They are designed to protect the rights of all individuals involved in the hearing process. Variation from these procedures will not invalidate a judicial decision unless such variation prevents a fair hearing. Normally, e-mail will be used for communicating decisions and will be considered written notification. The date on which an e-mail is sent will be the date by which Honor Code Council deadlines will be determined. A written letter restating judicial decisions will follow e-mail notification.

Case Coordinating Team

The Case Coordinating Team, composed of the Chief Justice and the Administrative Coordinator, will facilitate all processes for Honor Code Council, and, as warranted, the Hearing Review Panel and the President. Either of these two individuals will be the first point of contact for both the individual considering bringing a charge and the charged student. The team will review all charges and determine their disposition.¹

Filing an Honor Code Violation Charge

All members of the Wellesley College community including students, faculty, administrators, and staff will be expected to file an Honor Code violation charge against an individual student (or student organization) when they believe a violation has occurred. The individual bringing the charge may speak first with the student in question, but s/he will not be obligated to do so. Charges will be submitted to the Case Coordinating Team in writing via a secure FirstClass form. A charge should be submitted as soon as possible after the alleged violation has occurred, and no later than six months after the occurrence, unless special circumstances warrant an extension.

To file a charge, a community member needs to:

1. log on to FirstClass;
2. double-click on the "Wellesley Conferences" icon;
3. double-click on the "Departments" icon;
4. double-click on "Administrative Depts," then "Dean of Students;"
5. select the "Honor Code Violation Reporting" icon.

A pop up window will then provide information on completing the report form. Normally, the Judicial Coordinating Team will act on the alleged violation if provided with sufficient information to indicate that an Honor Code violation may have occurred.

Honor Code Alleged Academic Violation Report : FirstClass

File Edit Format Message Collaborate View Help

Send and Close

Print

Delete

Out

Copy

Paste

Attach

Directory


Priority Urgent

Sensitivity Private

From: Chief Justice

Subject: Honor Code Alleged Academic Violation Report

To: Honor Code Coordination



Blue shaded fields are required

[Click here to read the Wellesley Honor Code](#)

Person or persons filing report

Name:

Status:

One selection is required:

Specify other status here

One selection is required:

Specify other status here

One selection is required:

Specify other status here

Alleged violaton

Please indicate if you wish to pursue the Faculty-Student Resolution Process:

One selection is required:

Date of alleged violation:

Type of alleged violation:

One selection is required:

Specify other type here

Location of alleged violation:

Course department and number:

If the alleged violation occurred off-campus as part of a Wellesley-sponsored program, please indicate the name of the program:

Did the alleged violation involve computers, technology, electronic conferences or instant messaging?:

One selection is required:

Describe the nature and specifics of the alleged violation. Please provide sufficient information to indicate to the Judicial Coordinating Team that an Honor Code violation may have occurred:

Additional supporting information should be sent in a secure envelope marked confidential via campus mail to:

Clerk of the Board, Office of the Dean of Students

Please indicate if you will be sending supporting information:

One selection is required:

Student or students charged

Name:

Major if known:

Status when alleged violation occurred:

One selection is required:

One selection is required:

One selection is required:

Additional comments

100%

Jurisdiction

The Honor Code applies to all Wellesley College students including those currently enrolled in a Wellesley College international study program or on leave from the college. Students from other institutions participating in any Wellesley program are also bound by the Wellesley College Honor Code. The Wellesley College honor code system does not preclude a state or federal process.

Notification of Charge

Normally, the Administrative Coordinator will notify the student by e-mail of an Honor Code violation charge within five business days of receipt. Failure to adhere to this notification guideline does not constitute grounds for dismissal of charges.

Confidentiality

Once an Honor Code charge has been filed, all elected or appointed members of the judicial system will hold the case in strict confidentiality. All parties will be expected to be respectful of the private nature of any knowledge or information they may have about a Honor Code Council matter. In the event that a charge results in a hearing or a faculty-student resolution, upon its conclusion, no party may disclose the identities of those involved with the case. If a person who is or has been the subject of a charge should disclose the process or identify the participants, Honor Code Council reserves the right to respond.

Resources for Charged Student and Individual Bringing the Charge

The charged student will have the right to various forms of support. The charged student will be contacted by a student ombudsperson who will assist her as necessary in addressing the charge. The charged student is required to meet with the ombudswoman at least once before the hearing. In addition, the charged student may select as an advisor one of the college's identified judicial advisors or any member of the college community.

The individual bringing the charge will have the right to support as well. Students and faculty bringing the charge will be contacted by an appropriate ombudsperson and are strongly encouraged to meet with her/him before the hearing.

Interim Restrictions

From the time a charge is filed until its resolution, the Dean of Students may place interim restrictions on the charged student to protect the health and safety of the student or members of the college community. These restrictions may include, but will not be limited to, removal of privileges, removal from or relocation within college housing, a no contact order, or suspension of an activity. Further, an interim suspension from the college may be imposed by the Dean of Students and will become effective immediately if the continued presence of the student poses a substantial and immediate threat to herself or to others.

A charged student may not withdraw from, or change her status in, a course in which she has been charged with an Honor Code violation. The charged student may not voluntarily go on leave or withdraw from the college before the resolution of an Honor Code violation charge, unless she has been granted permission by the Dean of Students. In such circumstances, the student's readmission will be contingent upon the resolution of the charge through the college's judicial system.

Rights of the Charged Student

Charged students will be entitled to the following procedural rights:

- to be informed of the charge
- to be given a copy of Honor Code Council procedures, which includes a list of rights and possible sanctions
- to consult the Administrative Coordinator and/or a Honor Code Council ombudsperson for advice and guidance at any stage in Honor Code Council process
- to seek advice from an identified judicial advisor or any member of the community
- to respond to the charge
- to be notified of the disposition of the charge

- to review in advance materials to be presented at the hearing
- to challenge a hearing panel member if there is a significant conflict of interest
- to question any witness at the hearing
- to present witnesses or information at the hearing
- to appeal based on stated grounds
- to have a support person present at the hearing as long as the individual is not involved in the case

Rights of the Individual Bringing the Charge

Individuals bringing the charge will be entitled to the following procedural rights:

- to be given a copy of Honor Code Council procedures, which includes a list of rights and possible sanctions
- to consult the Administrative Coordinator and/or a Honor Code Council ombudsperson for advice and guidance at any stage in Honor Code Council process
- to be notified of the disposition of a charge
- to withdraw the charge at any time
- to review in advance materials to be presented at the hearing
- to be present at the hearing
- to challenge a hearing panel member if there is a significant conflict of interest
- to question any witness at the hearing
- to present witnesses or information at the hearing
- to be offered reasonable protection from retaliation, intimidation, or harassment
- to be informed of the progress and outcome of the charge
- to appeal based on stated grounds

Disposition of Charges

Normally, the Case Coordinating Team will refer cases for resolution through either the Faculty-Student Resolution process or a Honor Code Council hearing when there is sufficient information that an Honor Code violation may have occurred. If there is insufficient information or the alleged act clearly does not amount to an Honor Code violation, the team will dismiss the charge and close the case. At its discretion, the Case Coordinating Team may refer the case to the Dean of Students for resolution.

Faculty-Student Resolution Process

An option for resolving cases of plagiarism is reserved for first-time, minor infractions of the Honor Code by Wellesley students. The faculty member bringing the charge must first contact the Administrative Coordinator to discuss the appropriateness of this option with respect to the nature of the offense. The Administrative Coordinator will consider a faculty-student resolution appropriate if

1. there is no record of prior offenses; and
2. the case appears to be one that falls within the range of cases described in the guidelines below; and
3. the student, after being contacted by the Administrative Coordinator about the charge, and after having an opportunity to consult with the ombudswoman, agrees to pursue a faculty-student resolution.

If any of these three conditions is not met, the Administrative Coordinator will inform the faculty member that the case must be forwarded to a hearing panel if the charge is to be pursued. The Administrative Coordinator will not specify the reason for this determination. The faculty member may withdraw the charge at any time before a hearing is held.

If it is determined that pursuing a faculty-student resolution is appropriate, the faculty member shall meet with the student and present any information relevant to the case. The student shall have an opportunity to respond to the allegations. If, after discussion, the student accepts responsibility for committing plagiarism, the faculty member should complete a Faculty-Student Resolution Report, including the proposed resolution, and give this Report, along with the full texts of the plagiarized assignment and all identified sources of plagiarism, to the student.

Faculty-Student Resolution Report

This document reports the resolution of a case of plagiarism, considered under General Judiciary's procedures for Faculty-Student Resolution (www.wellesley.edu/Activities/homepage/genjudic/proceduresindetail.html).

Contact Information

Faculty Member:

Name: _____

Dept.: _____

Phone: _____

Email: _____

Student:

Name: _____

Class Year: _____

Phone: _____

Email: _____

Nature of the Violation

Course in which violation took place: _____

Category of Violation (please check one):

☐ Category I

☐ Category II

☐ Category III

Description of violation (please include all relevant facts, using additional sheets if necessary):

Sanction

Description of Sanction (please include the reasoning for this final outcome, using additional sheets if necessary):

Signatures

By signing below, the student and faculty member affirm that the information on this form is accurate, and that they are in mutual agreement about the appropriateness of the sanction.

Faculty signature: _____ Date: _____

Student signature: _____ Date: _____

The faculty-student resolution process may result in a reduced grade on the assignment, a reduced grade in the course, additional assignments, and/or other educational initiatives. Guidelines for considering possible resolutions to the kinds of cases that may be considered through this process are outlined below as an aide to students and faculty members engaged in this process. All faculty-student resolutions of charges of violations of the Honor Code will include placing the student on Honor Code probation.

Upon receiving the proposed resolution, the student normally has five business days to consider and seek advice on whether to admit responsibility and accept the resolution. If the student does not accept the proposed resolution, the faculty member should refer the case back to the Judicial Case Coordinator for assignment to a hearing panel. If the student accepts the proposed resolution, the student should sign the Resolution Report and return it to the faculty member. The faculty member should then forward a copy of the Report and the full text of all supplementary materials, including but not limited to the full texts of the plagiarized assignment and all identified sources of plagiarism, to the Case Coordinating Team via the Dean of Students Office (344 Green Hall) for final approval by Honor Code Council.

	Violation Range	Sanction Range
Category I	Repeated or willful failure to correctly or appropriately identify sources: <ul style="list-style-type: none"> Failure to acknowledge sources in an accepted citation format (i.e. through footnotes, parenthetical author-page references, etc.) Basic attempts (i.e. in-text references, quotation marks, etc.) have been made to distinguish outside sources from the student's work 	<ul style="list-style-type: none"> Requiring the student to redo the assignment and correct her mistakes Lowered grade on the assignment
Category II	Plagiarism of secondary components of the assignment: <ul style="list-style-type: none"> Plagiarized content supports the primary purpose or theme of the assignment Considered without this content, assignment would be weakened, but primary requirements would still be fulfilled 	<ul style="list-style-type: none"> Lowered grade on the assignment Failure on the assignment
Category III	Plagiarism of primary components of the assignment: <ul style="list-style-type: none"> Plagiarized content constitutes the primary purpose or theme of the assignment Considered without this content, submitted work would not satisfy basic requirements of the assignment 	<ul style="list-style-type: none"> Failure on the assignment Mandatory cap on the final grade in the course

The Report will be reviewed by a panel including one faculty member of Honor Code Council, one student member of Honor Code Council, and the Dean of Students (or his/her designee). A review panel will be drawn each semester from the Honor Code Council Committee and will review all Reports coming forward in that semester. The panel will review the proposed resolution for consistency with the outcomes of similar cases considered by hearing panels. Normally the panel will review a proposed resolution within three business days of its receipt in the Dean of Students Office. The panel will normally communicate its decision to the student and the faculty member within one business day of its review. Sanctions will be effective upon the approval of the panel. If the panel does not approve the proposed sanction(s), it has two options for moving forward. The panel may refer the case back to the Administrative Coordinator, who will inform the faculty member that the case must be forwarded to a hearing panel if the charge is to be pursued. Alternatively, the panel may suggest (an) amendment(s) to the proposed sanctions and send the amended Resolution Report back to the faculty and the student; normally, the faculty and the student have five business days to accept the amended Resolution Report. If both parties do not agree to the amended Resolution Report, the case must be referred back to the Administrative Case Coordinator, who will inform the faculty member that the case must be forwarded to a hearing panel if the charge is to be pursued. Faculty and students should be careful to preserve all relevant materials until the final outcome of a case has been determined.

Honor Code Council Hearing Process

Notification of Hearing/Submission of Case-Related Materials

In cases referred for a hearing, the charged student and the individual bringing the charge will be notified of the time and location of the hearing at least five business days in advance, time permitting.

All written materials to be introduced at the hearing by the individual bringing the charge are to be submitted to the clerk five business days after submission of the charge. A copy of the materials submitted by the individual bringing the charge will then be made available to the charged student. She is to submit her written materials within the next five days. A copy of all the materials for the hearing will then be made available to all hearing panel members.

Late materials will be accepted at the discretion of the hearing panel on the day of the hearing. The panel will usually accept such materials if they are considered relevant to the case.

Failure to adhere to any of the timelines established here does not constitute grounds for dismissal of charges.

Cooperation of All Parties

Both the individual bringing the charge and the charged student will be expected to cooperate fully with the Case Coordinating Team. Similarly, all parties with knowledge pertaining to a case will be expected to cooperate fully in the examination and, if requested, appear at Honor Code Council hearing. Honesty is expected from all members who participate. Dishonesty in a hearing may be grounds for a separate Honor Code violation charge.

Hearing Panels

A hearing panel will be composed of the Chief Justice and three voting Honor Code Council members: one student, one faculty member, and the Dean of Students or her designee. The Chief Justice will preside.

Either the charged student or the individual bringing the charge may request that a member of a Honor Code Council hearing panel be disqualified when she can demonstrate a significant conflict of interest. The Case Coordinating Team has the final authority to determine the composition of hearing panels.

Any member of Honor Code Council may recuse herself or himself due to conflict of interest. When the Chief Justice recuses herself, her designee—who may be either a senior class Honor Code Council member or the President of College Government—will preside over the hearing. When the Dean of Students recuses herself, her designee will participate in the hearing. If needed, former members of Honor Code Council may serve on hearing panels if all current members are disqualified.

On appeal, if either party alleges a conflict of interest with a Hearing Review Panel member, s/he may request that the individual be disqualified. Any member of the Hearing Review Panel who has a conflict of interest in a particular case may recuse himself or herself. The dean of the college's designee normally will be one of the associate deans of the college. Substitutes for the student and faculty Hearing Review Panel members will be selected from Honor Code Council members who have had no prior affiliation with the case. Case Coordinating Team has the final authority to determine the composition of the Hearing Review Panel.

Hearing Procedures

Formal rules of evidence and procedure shall not apply to hearings. Hearing panels shall make decisions regarding procedural or evidentiary questions arising during hearings. Normally, hearings will be conducted in person, but they may be conducted by phone if necessary. The Case Coordinating Team will determine the method by which a hearing will be conducted. All hearings will be conducted in private. Neither the charged student nor the individual bringing the charge may have attorneys present at hearings. When a charge involves more than one student, the Case Coordinating Team will determine if the hearings concerning the charged students will be conducted separately or together. In the event that a student is simultaneously charged with two distinct Honor Code violations, the Case Coordinating Team may consolidate the hearings.

Attendance

The charged student, the individual bringing the charge, and all witnesses will be expected to be present, in person or by phone, at the scheduled hearing. Failure of the charged student to appear at a hearing after proper notice may subject her to further charges. Should a charged student fail to appear, the hearing will proceed and penalties may be imposed as if the charged student were present. Honor Code Council proceedings will take precedence over all nonacademic activities. The Case Coordinating Team has final authority over who can attend all hearings.

Timing

Normally, all cases must be resolved prior to the beginning of the next academic year.² Charges against a student must be resolved before she will be eligible to participate in international study/exchange programs. If a student is charged while participating in a Wellesley College international study program, the Case Coordinating Team, in consultation with the Dean of Students, will determine whether to conduct a hearing by phone or defer it until the student's return. Failure to adhere to any of the scheduling guidelines set out here does not constitute grounds for dismissal of charges.

Record

All Honor Code Council hearings will be audio-recorded. Either the student found in violation of the Honor Code or the individual bringing the charge may listen to the recording in the presence of the clerk when considering an appeal. The recording will also be available for consideration by the Hearing Review Panel and the President. Recordings of the hearing will be the property of Wellesley College and will be kept until the conclusion of the process by final decision on appeal or the expiration of any appeal period.

Witnesses

The charged student and the individual bringing the charge may bring witnesses to present information relevant to the case. Witnesses will be entitled to be given a copy of Honor Code Council procedures and to be offered reasonable protection from retaliation, intimidation, or harassment. Witnesses must submit a brief statement to the Case Coordinating Team before the hearing summarizing their knowledge of the alleged Honor Code violation. The charged student may ask one character witness to submit a written statement to be distributed to the hearing panel. Oral character statements may not be presented at the hearing.

The charged student, the individual bringing the charge, and the members of the hearing panel will address relevant questions to the witnesses. Parties have the right to question witnesses at the hearing. However, parties are prohibited from questioning each other; the Chief Justice will ensure that parties have the opportunity to raise all questions and issues pertinent to the charge. The Chief Justice will have the authority to rule questions irrelevant or out of order. Witnesses will remain in the hearing room only while presenting information and answering questions.

Independent Expertise

If a case involves a technical matter that falls outside the expertise of the hearing panel, the members may consult with other faculty or staff. These consultants will not attend hearings unless this is determined to be necessary by the Case Coordinating Team.

Basis of Decision

Following the conclusion of Honor Code Council hearing, the panel will meet in a closed session to determine, by majority vote, the disposition of the charges. In reaching its determination, the hearing panel will evaluate only information introduced during the hearing. The panel will not be informed of any prior Honor Code Council history. The determination that a violation has occurred will be based on information sufficient to convince a majority of the panel that more likely than not the violation occurred.

Sanctions

Sanctions will be imposed in accordance with the severity of the violation. All sanctions will be decided by majority vote.

Any student found in violation of the Honor Code will be placed on Honor Code probation for the remainder of her education at Wellesley College. While on Honor Code probation, any additional violation of the Honor Code, or failure to adhere to the sanction(s) from the original hearing, will result in more severe disciplinary action, including the possibility of suspension, dismissal, or expulsion.

Sanctions for Academic Honor Code Violations

Sanctions that may be imposed by a hearing panel for academic Honor Code violations will include, but will not be limited to, the following:

- *Failure on an assignment* – Failure (zero) will be given on the assignment for which the student was found to be in violation of the Honor Code.
- *Failure on an assignment, with a cap on the final grade in a course* – Failure (zero) will be given on the assignment for which the student was found to be in violation of the Honor Code and a cap will be placed on the final grade for the course.
- *Failure in a course* – Failure will be given in the course for which a student was found to be in violation of the Honor Code.
- *Loss of privilege* – The student will be denied specified privileges for a designated period of time. These may include, but will not be limited to, computer account privileges, participation in international study or an exchange program, self-scheduled exams, credit/non course status, or attendance in college programs or activities (e.g., sporting events, intramurals, performances, graduation exercises).
- *Educational projects/initiatives* – The student may be required to rewrite an assignment, take another examination, complete a project or a written assignment, attend an educational program, or seek assistance from the Pforzheimer Learning and Teaching Center (PLTC) or other college resources.
- *Mental health/medical assessment and/or treatment* – A hearing panel may recommend that a student seek a mental health/medical assessment from the Student Health Center, the Stone Center Counseling Service, or another appropriate professional or engage or continue in treatment with an appropriate health professional.
- *Suspension* – The student may be involuntarily suspended from the college for a specified period of time, which may include the current semester and such additional semesters as deemed appropriate by the hearing panel.³ Parents or guardians will be notified.⁴ Readmission as a student in good standing will be coordinated through the Office of the Dean of Students and will be contingent upon satisfaction of any conditions stated in the original suspension sanction. A student may not be given credit for courses completed at another institution during the course of her suspension. The suspension will appear on the student's official transcript. The comprehensive fee will not be returned by the college.
- *Dismissal* – The student may be involuntarily dismissed from the college.⁵ Parents or guardians will be notified.⁶ Readmission will be coordinated through the Office of the Dean of Students, and will not be guaranteed. At a minimum, readmission will be contingent upon satisfaction of all conditions stated in the original dismissal sanction. The dismissal will be noted on the student's official transcript. The comprehensive fee will not be returned by the college.
- *Expulsion* – The student may be expelled and permanently removed from the college without possibility of readmission or reinstatement.⁷ Parents or guardians will be notified.⁸ The expulsion will be noted on the student's official transcript. The comprehensive fee will not be returned by the college.

Sanctions for Nonacademic Honor Code Violations

Sanctions for nonacademic violations will include, but will not be limited to, the following:

- *Warning* – The student will receive a formal, written admonition stating the certainty of a more severe disciplinary sanction for subsequent violations. Warnings may be imposed for a designated period of time. In a case in which a student's warning is related to her residence status, parents or guardians will be notified.
- *Exclusion* – The student may be excluded from access to or use of specified college activities and premises.

- *No contact order* – The student may be prohibited from communicating with a named individual(s).
- *Community service* – The student may be required to provide on or off campus community service for a prescribed number of hours.
- *Residence hall suspension* – The student will be separated from the residence halls for a defined period of time, after which the student will be eligible to return. Conditions for return may be specified. Parents or guardians will be notified.⁹
- *Residence hall expulsion* – The student will be permanently separated from the residence halls. Parents or guardians will be notified.¹⁰
- *Loss of privilege* – See description under Sanctions for Academic Honor Code Violations, above.
- *Mental health/medical assessment and/or treatment* – See description under Sanctions for Academic Honor Code Violations, above.
- *Suspension* – See description under Sanctions for academic Honor Code violations, above.
- *Dismissal* – See description under Sanctions for Academic Honor Code Violations, above.
- *Expulsion* – See description under Sanctions for Academic Honor Code Violations, above.

Notification of Decision

Normally, within two business days of the close of deliberations, the hearing panel will provide a written statement of its decision to the Case Coordinating Team. The team will provide written notification of the decision to the charged student and the individual bringing the charge. Both parties will be informed of their rights to appeal based upon grounds stated in Honor Code Council procedures. Failure to meet these time guidelines will not invalidate a decision or constitute grounds for an appeal.

Appeals

Grounds

The student found responsible for violating the Honor Code or the individual bringing the charge will have the right to appeal on one or more of the following grounds:

- discovery of significant factual material not available at the time of the hearing
- discovery of significant mitigating or aggravating circumstances, not fully considered by the original hearing panel
- violation of stated procedures that prevented fundamental fairness

Timing

The deadline to file an appeal will be two weeks after each party has been notified of the outcome of Honor Code Council hearing. Either party considering an appeal will be required to meet with the Administrative Coordinator. Either party may listen to the hearing recording, in the presence of the clerk, in order to prepare her/his appeal.

Process

To formally file an appeal, the individual will submit to the Case Coordinating Team a written statement enumerating the grounds, including any additional information. Once an appeal has been formally filed, it cannot be withdrawn. The Case Coordinating Team will forward the appellant's materials along with all written materials and the recording from the initial hearing to the Hearing Review Panel within two week from the date the appeal is filed. The Case Coordinating Team may also submit materials related to the procedures followed before and during the initial hearing, if it deems such information relevant. The appellant will have the right to review and respond to such materials. Normally, sanctions will be stayed pending the outcome of an appeal, except when interim restrictions have been imposed by the Dean of Students.

Normally, appeals will be considered within two weeks from the date the appeal is filed. When the college is not in regular session, the Case Coordinating Team will schedule dates for addressing appeals. The Hearing Review Panel will consider the recording and papers used at the hearing, in addition to the new information submitted. No testimony will be heard.

Upon consideration, the Hearing Review Panel may deny the appeal, reduce the sanction, dismiss the case, or remand the case for a full rehearing by a new panel.¹¹ If the appeal is denied, the original decision stands. The decision by the Hearing Review Panel will be final, except when the sanction is suspension, dismissal, or expulsion. The student found in violation of the Honor Code and the individual bringing the charge will be given written notification of the Hearing Review Panel's decision.

After an appeal to the Hearing Review Panel, an Honor Code violation that resulted in a sanction of suspension, dismissal, or expulsion may be appealed to the President of the College by either the student found to be in violation or the individual bringing the charge. Both parties will be given written notification of the President's decision. The President of the College will have final authority over all matters related to college policies on student life by virtue of her overall responsibility for Wellesley College as delegated by the Board of Trustees.

Abuses of Honor Code Council System

Abuses of Honor Code Council system may constitute a separate Honor Code violation. They include, but will not be limited to, the following:

- breaches of privacy of hearing proceedings
- failure to obey the summons of the Case Coordinating Team
- falsification, distortion, or misrepresentation of information before a Honor Code Council hearing
- disruption or interference with the orderly conduct of a judicial proceeding
- deliberate initiation of a judicial hearing without cause
- attempting to influence an individual's proper participation in, or use of, the judicial system
- attempting to influence the impartiality of any member affiliated with the judicial system prior to, and/or during the course of, a judicial proceeding
- harassment (verbal or physical) and/or intimidation of any member affiliated with the judicial system, or any party associated with a case before, during, or after a judicial proceeding
- failure to comply with a sanction(s) imposed by a hearing panel

Administrative Notification

Honor Code Council findings will be confidential except for the following:

The student's class dean will be informed by the Administrative Coordinator of the nature of all charges and findings so that s/he can be available to advise the student on academics and help her remain connected to the community.

The Advisor to International Students and Scholars will be notified by the Administrative Coordinator if an international student receives an Honor Code violation charge or sanction that may affect her immigration status.

When a sanction warrants, a college department, individual, or committee, including but not limited to a student life department director (if the sanction pertains to that particular student life area), and the registrar (when a grade change or transcript notation is sanctioned) will be notified by the Administrative Coordinator of a sanction that they must assist in implementing.

The chairs of the fellowship, internship, and the Health Professions Advisory Committee as well as the pre-law advisor will submit to the Administrative Coordinator the names of applicants about whom Wellesley is required to disclose information regarding college disciplinary proceedings. The Administrative Coordinator will identify applicants who were found responsible for a violation of the Honor Code and who received a sanction of an F in a course or greater. The Administrative Coordinator will not disclose the specific sanction, but will disclose whether the violation was academic or non-academic.

A designated officer of Phi Beta Kappa may submit to the Administrative Coordinator the names of candidates for election. The Administrative Coordinator will identify candidates who were charged with a violation of the Honor Code and who received a sanction that would make them ineligible to meet the

Chapter's national standards. The Administrative Coordinator will disclose the specific sanction, in order to insure that the candidate has met the "good character" requirement of the organization's constitution. The home institution of a student from another college participating in a Wellesley program will be notified by the Administrative Coordinator if the student is found in violation of the Honor Code.

Transcript Notification

Findings of suspension, dismissal, and expulsion will be noted on the student's transcript.

Documentation

All case materials will be kept by the Clerk until the end of the academic year at which point the materials will be destroyed with the exception of one copy of the charge letter, and one copy of the decision letter, which will be sent to the Office of the Class Deans.

Reports to the Community

The outcomes of all Honor Code Council hearings will be reported to the Student Senate, Academic Council, and Administrative Council annually. The confidentiality of the proceedings will be ensured and the identities of any parties associated with the hearings will not be revealed.

Revisions to Judicial System Procedures

In consultation with Honor Code Council, the case coordinating team will review annually and revise the judicial system procedures as needed. Any changes will be effective at the beginning of the next academic year.

Endnotes:

1 In the event the judicial coordinating team is unable to come to consensus about the means of resolution, they will consult the Dean of Students.

2 Hearings may be scheduled in June, after finals. Students may live in campus housing as they await their hearings. To the extent possible, any remaining cases after June will be heard during the week before the start of the fall semester. Students may travel to attend a hearing in person or participate by phone. Funds will be available for students with demonstrated financial need who wish to attend a hearing in person and cannot afford travel expenses.

3 This sanction may affect an international scholar's immigration status. The student will be advised to consult the Director of Slater International Center, Advisor to International Students and Scholars.

4 Exceptions to this include Davis Scholars and emancipated minors.

5 This sanction may affect an international scholar's immigration status. The student will be advised to consult the Director of Slater International Center, Advisor to International Students and Scholars.

6 Exceptions to this include Davis Scholars and emancipated minors.

7 This sanction may affect an international scholar's immigration status. The student will be advised to consult the Director of Slater International Center, Advisor to International Students and Scholars.

8 Exceptions to this include Davis Scholars and emancipated minors.

9 Exceptions to this include Davis Scholars and emancipated minors.

10 Exceptions to this include Davis Scholars and emancipated minors.

11 Hearing panel members for a remanded case will have no prior knowledge of the case. The outcome of the hearing will be based only on information put forward in the new hearing. If a student is found in violation of the Honor Code, the sanction will be determined anew as well, and may be either lesser or more severe than the original sanction.

Sources:

Academic Integrity Council at Duke University. (n.d.). Retrieved May 10, 2004, from Duke University Web site: <http://www.integrity.duke.edu/index.html>

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