Bylaws of the Honor Council
Guidelines and Procedures

Foundation of the Honor System

The Honor System is the Constitution and these bylaws. The Honor Code amounts to the Introduction, General Guidelines, Article I and Article III §2e of the Constitution of the Honor System. The purpose of the Honor System is to foster students' maturity and academic responsibility through the atmosphere of mutual trust. The result of this atmosphere is the creation of a personal ethical code that will be maintained and strengthened long after graduation from the Colorado College.

It is the duty of the Honor Council to assure that the Honor System is maintained and enforced. Their responsibilities include: educating the campus community about the Honor System, investigating and trying possible Honor Code violations, and conducting fair hearings to determine an appropriate penalty. The Honor Council’s primary objective to assure that that atmosphere of mutual trust purposed by the Honor System is maintained and expanded upon.
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The Honor Council: Roles and Responsibilities

A. Membership Guidelines

1. The Honor Council: The Honor Council consists of between sixteen and forty-six students who are selected by the process outlined below, “Election Procedure.” All Honor Council members and alternates are full time students currently enrolled at The Colorado College. All members remain in office until they graduate from CC, or are removed by the procedures in Article II §3 of the Constitution, or resign. Members are expected to attend Honor Council meetings regularly, and to participate in Honor Council activities (e.g. serving as investigating officers, educating the CC community about the Honor System, and participating in committee work).

2. What is an Honor Council Member? The strength and integrity of the Honor Code is rooted not only in the individual maturity and mutual trust of the entire campus body, but also on the maturity and integrity of the members of the Honor Council. Honor Council members should embody the values of the Honor Code in their commitment to academic integrity and the unique intellectual experience fostered by the community trust of the Honor Code. The best candidates to join the Honor Council will display
   a. A personal commitment to academic integrity. Honor Council members should exhibit a personal commitment to upholding the high academic standards of the college through their individual actions and codes of conduct.
   b. A willingness and ability to make a time commitment to the Council and the institution of the Honor Code.
   c. An interest in raising awareness and educating the campus about the Code. Honor Council members should display an understanding that the role of the Honor Council Member is not by nature disciplinary or punitively oriented, but rather a mechanism of ensuring academic integrity at Colorado College.
   d. Compassion. Honor Council members should be able to empathize with the difficult circumstance of any student accused of an Honor Code violation.
   e. Open-mindedness. It is critical to the investigation process that Honor Council members are able to withhold judgment during the process until presented with the full range of available evidence. The ability to openly discuss and consider different perspectives is also necessary for the growth of the council.
   f. Willingness to learn and flexibility. Potential members of the Honor Council are unlikely to already be familiar with the specifics of the Honor Code and the Honor Council's procedures, specifically those relating to the investigation and hearing process. It is important that prospective members display an ability to learn established procedures and discard any preconceptions they may have.
   g. Strength in both writing and in oral communication. Honor Council members should be strong in both their interviews and their written applications. In the investigation process it is very important that Honor Council members effectively communicate with the accused student, the accuser, and various witnesses.
   h. A history of service to their community. Honor Council members are fundamentally providing a service to their community by ensuring that there is a system of academic integrity at Colorado College. Honor Council members should embody a commitment to service in other aspects of their lives in order to understand their unique role on campus.

3. Election Procedure During third block the Council takes nominations for election to next year’s Council. The number of positions open is equal to the number of vacancies created by members graduating, studying abroad, or being removed from the Council. The Honor Council selects one new member for each opening. A co-chair shall check the list of nominees to fill vacancies on the council against the names of students to have violated the Honor Code. Any nominee that plead guilty to or has been convicted of a violation shall be disqualified. New Members shall be selected according to the process outlined below.
   a. Conflict of Interest: Conflict of interest rules shall be strictly followed during the application and reading processes. Conflict of interest standards should be those as enforced during investigations and trials. This is a personal standard, but each member should have sufficiently little personal connection to the candidate they are interviewing or whose application they are reading to be both unbiased and objective. If an Honor Council member would not investigate or sit at a hearing of the candidate, they should not interview that candidate or read their application. During deliberation and voting periods, members will be allowed to speak in favor of or against members they have personal connections with and to vote on these people. This does not give Honor Council Members leeway to share personal anecdotes outside of the “red-flag” process.
Furthermore, Honor Council Members should be expected to recuse themselves from any part in the process if they feel that a close personal relationship with the candidate would negatively impact deliberation. Deliberation, as is outlined further in this document, should be primarily focused on the merits or lack thereof of the candidate as found during the application and interview process.

b. **Procedures for recruiting new members.**
   i. Colorado College is a campus community devoted to the embrace of diverse ideas, cultures, and perspectives. The Honor Council should actively seek out all individuals on campus who uphold the ideals of the Honor Code and encourage them to apply for Honor Council membership. There should be a broad range of the student body applying to be Honor Council Members, in order to ensure that the Council is made up of the most qualified students on campus who will apply diverse perspectives in both the investigation process and in educational initiatives.

   ii. The following guidelines suggest how the Officer of Recruitment and Retention can go about ensuring broad outreach in the recruitment process
      (a) Have a sign-up sheet for interested students at the beginning of the year Student Activity Fair.
      (b) Have sign-up sheets for interested students available in presentations made in First Year Experience Classes.
      (c) Hold meetings to discuss the Honor Code and to encourage students to apply to the Council throughout first semester. Groups that can be met with include, but are not limited to: sports teams, majors in academic departments, recreational groups such as the ORC or the Carnivore Club, community service organizations, and Minority Student Life organizations.
      I. These meetings should be held with as many and as diverse organizations as possible.
      II. If a significant constituency on campus is considered to be underrepresented on the council, a conscious effort should be made to reach out to them during first semester to encourage members of the group to apply to the council.
      (d) Applications to interested students from the aforementioned sign up sheet shall be stuffed in Worner Boxes by the first Monday of third block.
      (e) All Honor Council members should be encouraged to use their personal connections to encourage students that they believe would make good Honor Council members to apply to the Council.
      (f) Team with organizations like Carnivore Club to host a campus wide event that provides educational information about the Honor Code, as well as recruitment opportunities for the Council.

   iii. The following are guidelines that the Officer of Recruitment and Retention must follow in order to distribute applications to the campus:
      (a) Applications must be made available during the first week of third block. Applications must be turned in by 5:00 on the third Wednesday of 3rd block. The Officer must ensure that there is broadly targeted publicity of the availability of Applications.
      (b) Applications should be turned in at the Worner Desk. Upon turning in their applications, candidates must sign up for a time to interview, so that Honor Council Members can avoid conflicts of interest in the interview process.
      (c) Candidates must submit a photo of themselves to be used if necessary during the deliberation process to refresh the memory of their interviewers.

   c. **Preparation for the selection process:** The last two meetings of third block should function as an interviewer boot camp in order to prepare the council for new member selection. The first priority in these meetings should be to explain the selection procedure to all current members.
   i. The new member selection process is a mandatory part of being an Honor Council member. All members who are on campus are required to read applications, interview candidates and attend deliberation. Acceptable excuses are the same as for weekly meetings; otherwise the absence will be counted as unexcused.
   ii. The co-chairs and Chair of Recruitment and Retention should facilitate a discussion of every section of new member selection. Members should be informed about what is expected of them, the procedures for each section as well as the qualities the council is looking for in a new member.
      (a) Possible suggestions for the conduct of boot camp: small group discussions, scenarios demonstrating excellent, good and bad interviews.
It is imperative to discuss the importance of trust among current members. Trust in observing conflict of interest, trust in the scores given during interviews and, most importantly, trust that each member acts with the best interests of the council and Colorado College student body in mind.

The purpose of the new member application is to see how the candidate is on paper. Through the letters of recommendation the Honor Council has access to personal connections that provide background to the candidate’s portfolio. The interview portion of the process is to see how the candidates appear in person. This section is to see how the candidate reacts to different situations, how articulate and well spoken they are, and how they reason through difficult questions. Finally, the deliberation process is to evaluate the ways in which a particular candidate appears both on paper and in person.

d. Procedures for the Reading and Scoring of Applications

i. Honor Council members shall be assigned Applications to be read and scored by the third Friday of third block. This will allow Honor Council Members to use block break as an adequate time to score applications. The third Wednesday meeting of third block shall be used to determine conflicts of interest in reading applications.

ii. Scores shall be due by Honor Council Members the first Monday of fourth block.

iii. Each application shall be read and scored by two honor council members, following the detailed rubric. Honor Council members should include detailed notes of their review, use consistent scoring, and not have a conflict of interest in whoever’s application they are scoring.

iv. Scoring Breakdown
   (a) Application scores will comprise 40% of the total score
      I. 60% of that should be on behalf of the Statement and Resume
   (b) 40% of that should be letters of recommendation

v. The scoring packets for each application should work to give the interviewer an ability to effectively distinguish between interviewees by:
   (a) Having numerous relevant points worth addressing in the interview, each with a corresponding score of 1 to 5.
   (b) Each possible score (the numbers 1 to 5, with 5 being the most favorable and 1 the least favorable) will be described in detail, making each score more meaningful and representative of the performance of the interviewee.
   (c) The interviewer should work to grade the interviewees as hard as possible. Using the full range of scores available will allow us to better distinguish between candidates.
   (d) The best few candidates you have seen should average above 4 on your scoring sheet, the least favorable candidates should average below 2. With the quality of students on our campus and written portion of the application, it is likely that most of the candidates would work well on the Honor Council. It is our job to pick the best of the candidates, and to do this fairly we must have a wide range of scores to distinguish between interview performances.

e. Interview Procedures: The interview process should be recognized as a crucial and informative part of the selection process. All interviewers should plan to spend much of the interview weekend considering and preparing their interview packets.

i. Interviews shall be conducted the second weekend of fourth block. Saturday morning and Sunday afternoon is recommended.

ii. Interviewers will be selected on their experience and areas of interest in the council. A large number of interviewers should be scheduled to ensure a wide range of opinions on the interview panel. The scheduling process should run as follows:
   (a) The time slots should be arranged by the availability of the interviewees first. Only two days of interviews should be scheduled to allow for the volume of candidates and their availability.
   (b) Interviews will then select their time slots with conflict of interest guidelines in mind.
   (c) The attendance of interviewers to their assigned timeslot is essential. Absence from a scheduled interview by an interviewer will result in an equivalent of two unexcused absences.

iii. For a given interviewee, the interview will consist of four fifteen-minute time slots, covering the four main components of Honor Council duties (Investigation, Trial, Education, and Leadership). The packets for each interview component should work to give the interviewer an ability to effectively distinguish between interviewees by:
Having numerous relevant points worth addressing in the interview, each with a corresponding score of 1 to 5.

Each possible score (the numbers 1 to 5, with 5 being the most favorable and 1 the least favorable) will be described in detail, making each score more meaningful and representative of the performance of the interviewee.

The interviewer should work to grade the interviewees as hard as possible. Using the full range of scores available will allow us to better distinguish between candidates.

The best few candidates you have seen should average above 4 on your scoring sheet, the least favorable candidates should average below 2. With the quality of students on our campus and written portion of the application, it is likely that most of the candidates would work well on the Honor Council. It is our job to pick the best of the candidates, and to do this fairly we must have a wide range of scores to distinguish between interview performances.

The interviewer should record as much information about the performance of the interviewee as possible in the comments section of their scoring sheet. These comments should serve to relay to the rest of the council the positive and negative qualities of the candidates. The interviewer should write more comments then they think necessary to ensure that every candidate has an equal and significant amount of descriptions ready to be brought up in deliberation.

The interviewer should work to ensure that every interviewee is given an equal amount of opportunity to express their ideas in an interview. The ability to accurately describe our guidelines is secondary to the ability to analyze complex and difficult situations.

f. **Deliberation Procedures**

i. Responsibilities of the co-chair:

   (a) One of the co-chairs must acknowledge all speakers. The co-chairs shall have the right to determine if questions and discussions are valid, and to stop discussion if they feel that a line of deliberation is unproductive.

   (b) Explain the purpose, structure, and criteria for voting at the beginning of the deliberation session.

   (c) To conduct the deliberation process within the designated time period for deliberation clarified below.

ii. A date and time for deliberation shall be set by the final meeting of block II.

iii. Rules for deliberation

   (a) Deliberation shall be undertaken in the strictest professional manner. Members shall speak and listen with the utmost respect directed at everyone involved.

   (b) Deliberation shall be focused almost entirely on the candidate’s interview and application.

   (c) The only situation in which information about the candidate outside of the interview and application process shall be discussed is if a member raises a “red flag.” A “red flag” is defined as information about a candidate that would not or could not have been determined in the interview that would greatly affect that person’s ability to work on the Honor Council. It’s purpose will serve to move that person into the group considered for extended deliberation.

   I. Red flags shall be submitted to the co-chairs prior to deliberation and it shall be the sole discretion of the co-chairs whether they will be presented to the full council.

   II. Red flags cannot be submitted anonymously except in extreme circumstances.

   III. Once a red flag is presented to the council, there shall be a vote on whether to allow the person to be considered for further deliberation. A simple majority is needed.

   (d) Discussion of a particular candidate will begin following a brief presentation of the members who interviewed the candidate and/or read the candidate’s application. The presentation should consist of, but is not limited to, interview scores, overall scores, general impressions, and any other pertinent comments as the presenters seem fit. Upon conclusion of their presentations, as a group the presenters will offer a recommendation about the candidate. Discussion on the candidate will begin following this presentation.

   (e) During deliberation a member must be recognized by a co-chair to speak; if a member did not interview or read an application, that member must restrict their speaking to asking questions of those who did.

   (f) Green Cards – each deliberator will be given a green card. When a deliberator feels they have heard enough information to make an informed and educated vote and decision regarding the candidate in question, then they can put their card forward.
I. When 75% of deliberators have put their cards forward then a formal vote on the candidate will begin.

II. Until the 75% green card threshold is met then those who are not ready to continue with a vote are required to ask questions regarding what they still need to know or about an candidate, in order to make a decision. Members who have presented their green card may ask the dissenting members who have not presented their green card questions about why they are still unsure about the candidate. Either member has the opportunity to present evidence that supports their opinion on whether or not to continue the discussion or to move to a vote.

iv. Structure of Deliberation
   (a) The top scoring of candidates equal to 50% of vacant positions will be automatically allowed to join the Honor Council unless there are major concerns noticed by the interviewers or readers and/or "red flags." For example, if there are ten positions open on the council, the top five candidates will be allowed in the council without a deliberation process.
   (b) Extended deliberation should be conducted for the next number of candidates equal to twice the number of vacant spots left after the top candidates are chosen. In addition, deliberation will cover any candidates from the top or bottom of the rankings that Honor Council Members felt deserved further consideration.
   (c) Candidates who score below the above two categories shall not be considered for admission to the Honor Council unless there are major positive points noticed by the interviewers or readers and/or a "red flag" are presented.
   (d) After deliberation on each person, a vote shall be held to determine if the person shall be admitted to the Honor Council. A person shall be admitted to the Honor Council if they receive a majority of "yes" votes of the votes cast.
      I. Voting shall occur by secret ballot. Abstentions shall be allowed; however, in order for the vote to be valid, 75% of members present must cast a “yes” or “no” vote. If 75% of members do not cast a “yes” or “no” vote, voting will continue until the 75% threshold is reached.
   (e) If more candidates receive a majority of votes than there are spots available on the Council, there shall be a final vote on all candidates that received a majority of “yes” votes at once.
      I. The candidates who receive the most “yes” votes shall be admitted. Those with fewer votes (even if it is a majority “yes” shall not be admitted).
      II. If there is a tie, there shall be a vote between the tied candidates in which each member votes for one candidate. In the case of a multi-way tie, admitted member must receive a simple majority. If they do not receive a simple majority in the first vote, there shall be a run-off vote between the top two vote-getters.

4. **Removal** A member of the Honor Council may be removed by a three-quarters vote of the members, after being told the cause for removal and given an opportunity to be heard. Causes for removal shall be: (a) a breach of confidentiality regarding any matter concerning the Honor Council, (b) a conviction for a violation of the Honor System, or (c) a serious failure to carry out the responsibilities of a member of the Honor Council.

5. **Resignation** If a member wishes to discontinue membership of the Honor Council, they must submit a formal letter of resignation to the co-chairs stating their reasons for leaving.

B. **Confidentiality**
   1. **Justification** The Council maintains confidentiality with regard to investigations and trials in order to protect the reputation of the students suspected, accused or convicted of a violation. A student who is either found guilty or not guilty should not have to endure the doubts cast on his or her character by the proceedings. A student who pleads or is found guilty should have the opportunity to reform, without permanent, public stain. Secondly, witnesses’ identities are held confidential for the added reason that the prospect of rupture of social relations or subtle intimidation might inhibit witnesses from reporting or testifying. Since the Council cannot compel testimony, this protection may be significant in persuading a witness to cooperate.

   2. **Scope**
      a. **Case-related:** All information pertaining to a case including names of any members of the college
community are to be kept confidential. For example, to protect the accused, investigating officers should avoid identifying themselves as Honor Council members when leaving messages for the accused on answering machines or with roommates. The name(s) of the accused and all involved with the case are made available to the members of the Council so that they may exclude themselves if there is a conflict of interest. Once a case is concluded, all information remains confidential.

b. **Council-related:** Organizational matters (constitutional revisions, changes in leadership, policy adjustments) are open to public inspection. Discretion, however, should be used in publicly discussing the internal deliberations of the Council. It is important that information which leaves the Council be accurate and reflect the stance of the entire Council. While it is preferable for the co-chair to speak publicly for the Council, members may do so with due regard for confidentiality and a subsequent briefing to the co-chairs. While it is necessary to protect individuals’ dealings with the Council, it is also important to avoid a level of secrecy which could promote a negative image of the Council.

3. **Breach of Confidentiality**
   a. A breach of confidentiality by a member of the Council is an Honor Code violation (Article I, §3g of the Constitution), which may result in removal from the Council (Article II, §3) even if it does not result in conviction of a violation. If a member is suspected of a breach of confidentiality, the co-chairs shall conduct an investigation. If a formal accusation is made, the trial will be conducted according to the Constitution, with the voting members of the Council hearing the case. Removal from the Council is automatic upon conviction.

C. **Roles**

1. **Co-chair**
   a. **Election**
      i. The Council shall elect two members to serve as co-chairs for the term of one year. One position shall be up for election at the beginning of each semester such that one co-chair shall serve for the duration of first and second semester of one academic year and the other co-chair shall serve for the duration of the second semester of one academic year and the first semester of the following academic year. The number of terms a member may serve is not limited.
   
   b. **Responsibilities**
      i. Coordinating and chairing meetings
      ii. Appointing investigators and participating in investigations
      iii. Approving the results of the investigation: to dismiss the charges or proceed with an accusation
      iv. Presiding at hearings
      v. Assuring that records are maintained of violations and other Council decisions
      vi. Arranging with the Dean of the College to address the faculty at the first regular faculty meeting of the fall; this is to remind the faculty of the importance of the honor system (see outline in Appendices)
      vii. Establishing ad hoc committees as required by the Council
      viii. Establishing open communication with the chair of the Student Conduct Committee
      ix. Acting as liaisons between the CC community and the Council
      x. Addressing both first year students and transfer students
      xi. Reserving McHugh Commons or the W.E.S. room (at Worner Desk in the Spring for the following school year)
      xii. Any other administrative duties as required

2. **Secretary**
   a. **Election**
      i. The Council shall elect a secretary to serve for a one semester term. The number of terms a member may serve is not limited.
   
   b. **Responsibilities**
      i. Recording minutes at Council meetings
      ii. Documenting decisions of the Council
iii. Communicating with members to arrange special meetings or other unscheduled events
iv. Keeping accurate attendance records and notifying delinquent members

3. Officer of Recruitment and Retention
   a. Election
      i. The Council shall elect one member to serve as Officer of Recruitment and Retention for a term of one semester. This office shall exist only in the fall semester. The number of terms a member may serve is not limited.
   b. Responsibilities
      i. Coordinating and chairing Recruitment Sub-Committee
      ii. Creating a strategic recruitment plan each year during 1st and 2nd block
      iii. Advertising Council openings to the campus community
      iv. Drafting and making available applications
      v. Planning interview sessions and scheduling
      vi. Acting as a liaison between the council and applicants
      vii. Serving on the executive committee

d. Officer of Training and Member Education

d. Election
   i. The Council shall elect one member to serve as Officer of Training and Member Education for a term of one semester. The number of terms a member may serve is not limited.
   e. Responsibilities
      i. Coordinating and chairing Training Sub-Committee
      ii. Developing training schedule and goals
      iii. Creating old member training strategies throughout the year
      iv. Serving as a liaison between new members and the Council
      v. Programming for needs of new members throughout their first semester
      vi. Serving on the Executive Committee

4. Officer of Campus Education
   a. Election
      i. The Council shall elect one member to serve as Officer of Campus Education for a term of one semester. The number of terms a member may serve is not limited.
   b. Responsibilities
      i. Coordinating and chairing Campus Education Sub-Committee
      ii. Developing NSO Presentation
      iii. Developing best practices for classroom presentations
      iv. Work with tutors, FYE mentors, and other campus leaders to educate them towards the Honor Council mission and practices
      v. Create academic integrity resources for the campus community
      vi. Engaging in ongoing campus education efforts targeted at upper class students and seniors
      vii. Serving on the Executive Committee

5. Officer of Communication
   a. Election
      i. The Council shall elect one member to serve as Officer of Communication for a term of one semester. The number of terms a member may serve is not limited.
   b. Responsibilities
      i. Coordinating and chairing Communication Sub-Committee
      ii. Maintaining and updating Council bulletin board
iii. Maintaining and updating Council website
iv. Working with campus publications to further education and recruitment goals
v. Maintaining open communication with Student Conduct Committee and CCCA
vi. Coordinating presentations and communications with faculty departments and committees
vii. Serving on the Executive Committee

6. Officer of Finance
   a. Election
      i. The Council shall elect one member to serve as Officer of Communication for a term of one semester. The number of terms a member may serve is not limited.
   b. Responsibilities
      i. Coordinating and chairing Finance Sub-Committee
      ii. Maintaining and updating Council budget
      iii. Monitoring budget throughout the years
      iv. Working with other sub-committee co-chairs to develop their budgets
      v. Providing funding and reimbursement assistance for council activities
      vi. Writing grants for council activities
      vii. Serving on the Executive Committee

7. Investigator
   a. Appointment
      i. Providing there are no conflicts of interest, the Council co-chairs shall appoint at least two investigators per case.
   b. Responsibilities
      i. Conducting the investigation of a possible violation (§B, #3 below, “Investigations”)
      ii. Consulting co-chairs on all major decisions regarding the case (i.e. whether or not to drop a case, pursue flagrancy, etc.)
      iii. Documenting the investigation for possible use at a hearing
      iv. Sending weekly updates to the presiding co-chair, the Honor Council advisor, and the professor of the class.
      v. Recording hearings
      vi. Submitting case summaries to one of the co-chairs for inclusion in the case file (§C, #7(d) below, “Case Summaries”)
      vii. Drafting correspondence relating to the case

8. Faculty Advisor
   a. Selection
      i. The Council will ask a member of the faculty to serve as a non-voting advisor to the Council. After the faculty member has agreed to serve, the Council should submit, in writing, a request to the Dean of the College that the faculty member’s committee assignment be the advisor to the Honor Council. The advisor serves a one-year renewable term which begins on the last day of the final block of the academic year.
   b. Rights
      i. Aids Council in dealings with faculty, administration, and outside actors
      ii. Must be informed of all actions taken by Council

9. College Legal Counsel
   a. While the college legal counsel does not participate directly in Council activities, the Council should consult the counsel about changes to the Constitution. Legal counsel should also be consulted regarding important procedures or other matters which may relate to the legal counsel’s duties in representing the college, or for
other technical advice.

D. Meetings

1. Time & Place
   a. The Honor Council meets three times per block as an entire council to discuss Honor Code education, potential hearings, convictions, and any other necessary news. Additionally, members are required to attend committee meetings at least once a block. The meetings are on the first, second, and third Wednesdays of each block at noon. The most convenient room for the meetings is McHugh Commons or the W.E.S room.

2. Formal Meeting Procedure
   a. Call to order
   b. Roll call
   c. Approve minutes from previous meeting
   d. Report on current cases under investigation
   e. Assign new cases
   f. Reports from standing and ad hoc committees
   g. Report from the Council advisor
   h. Adjourn

3. Formal Speaking
   a. Justification
      i. The Honor Council does not use Parliamentary Procedure on a regular basis. However, at times when the Council is called upon to discuss and vote on heated and important issues the Formal Speaking Procedure outlined below, should be followed to ensure decorum and efficiency during the meeting.
   b. Procedure
      i. Chair will open topic from agenda
      ii. Chair gives the floor to person introducing agenda item
      iii. Item/topic opened for discussion: chair to recognize speakers using speaking queue
      iv. Member makes a motion (“I move that…”)
      v. Chair calls for discussion of the motion (as needed)
      vi. Chair given authority to regulate discussion (time limits, etc.)
      vii. Member to move to close discussion (requiring a second and a vote)
      viii. Chair calls for a vote: relates the motion then asks for “all in favor,” “all opposed,” “abstentions”
      ix. Motion either carries or dies

E. Attendance

1. Meetings
   a. Council members are required to attend regular meetings of the Honor Council. Absences are excused if, in the event of a conflict of obligations, the member contacts one of the co-chairs or secretary in advance of the meeting.

2. Unexcused absences
   a. Members will be permitted two missed (unexcused) meetings in a year. Upon the third unexcused absence, then a vote will be taken by the entire Council regarding whether the individual will be permitted to remain an Honor Council member. A quorum of the Council will be necessary to vote and three-fourths of those voting are necessary for a member to be removed from the Council. Replacements will be made from among the alternates based on service to the Council.
3. **New Members**
   a. During the semester following selection, new members are allowed two unexcused absences. Upon the third unexcused absence, a vote will be taken by the entire Council regarding whether the individual will be permitted to remain on the Honor Council.

4. **Committee Attendance**
   a. Honor Council members are required to attend committee meetings that are held at least once a block. Any unexcused absence shall count the same as an unexcused absence from a regular Honor Council meeting, which counts against the allotted two unexcused absences per semester. Excuses should be submitted to the committee chair one day before the meeting. Committee chairs are responsible for keeping attendance and reporting attendance to the secretary within forty-eight hours of the meeting.

F. **Training**
   During the spring semester the Council will hold New Member training. All new members, as well as current members, are expected to attend. The training should cover all the information contained within the Constitution and Bylaws. Additionally, it should include a mock investigation and trial and a general orientation to the operating procedures of the Honor Council.

G. **Budget**
   The Council is provided with an annual appropriation from the funds available to the Dean of the Faculty. The faculty advisor requests the funds for each year. This appropriation is for the costs of trials, training, and administration.

H. **Committees**
   1. **Co-chairs will appoint members** to the following standing committees and such ad hoc committees as may be appropriate to the work of the Council.
      a. Campus Education
      b. Communication
      c. Training and Member Education
      d. Recruitment and Retention
      e. Finance

I. **Summer Session**
   1. **Honor Code Enforcement**
      a. All students enrolling in The Colorado College summer courses will sign and be bound by The Colorado College Honor Code. All summer faculty, including visitors, will be expected to apply the Honor Code rigorously. A list of all Honor Council members (on campus) and the faculty representative will be posted in residence halls and academic buildings for reference.

   2. **Honor Council Organization**
      a. Chair
         i. The Honor Council appoints one of its members who will be on campus for the entire summer session as the summer chair. Members with the most trial experience will be given priority. The chair is responsible for coordinating the summer Council.
      b. Council
         i. The Council will consist of all members on campus and those in surrounding cities (Colorado Springs, Denver, Boulder, Pueblo, Woodland Park, etc.). The Council is responsible for educating Summer Start students about the Honor Code.
      c. Faculty Representative
         i. The spring co-chairs are responsible for assuring a faculty representative is available for the entire summer. Faculty representatives will be prioritized as follows: existing faculty representative, past Honor Council faculty representative, selection from the faculty at large.
d. Trials
   i. In the event that the summer chair cannot amass seven members for a speedy hearing, the chair will, after exhausting all other possibilities including postponement, request that the registrar randomly generate names of full time Colorado College students, enrolled in summer session, to fill vacancies for the particular trial in the same manner appeals board members are recruited. No more than two individuals sitting on the hearing board shall be non-Honor Council members. The temporary members will be bound, for the trial, as full time Honor Council members.

e. Deadlines
   i. The deadlines which apply to hearings within the regular school year are more flexible because people are not easily available.
The Honor Council: Procedures

A. Investigation Procedure
   1. Accusation
      a. A student or faculty member may report a case to any member of the Honor Council. If a case is reported to you, contact a co-chair who will then assign investigators to the case.
   
   2. Scope
      a. The Honor Council has exclusive authority to decide whether or not a violation reported to it falls within the jurisdiction of the Council. The Council should consult the faculty advisor, the Dean of the College, or the Dean of Students for advice when in doubt as to jurisdiction.
   
   3. Conducting an Investigation
      a. The investigators assigned to the case will gather all pertinent facts of the case. A common method to gather facts follows
         i. Keep a log of all verbal and written contact with the accused, witnesses, and professors. At least two investigators should be present when contacting any party involved in the case.
         ii. Contact the accuser and obtain all details and information that he/she knows about the event.
         iii. Contact the professor of the course and find out everything that he/she knows about the event. Find out how the Honor Code applied to the event, and how the Honor Code was explained in the beginning of the class.
         iv. Collect copies of the syllabus, test/paper instructions, and anything else that might be helpful.
         v. Contact another student from the class and ask them how they perceived the Honor Code applied to the class and the particular event.
         vi. Contact other eyewitnesses (if there are any).
         vii. Contact the suspected student prior to delivering a formal accusation. It is fine to discuss particulars of the case so long as confidential matters, such as the identification of witnesses, are not disclosed.
   
   4. Making an Accusation
      a. Warranted Accusation
         i. Once all pertinent evidence has been collected, the investigating officers shall set up a time to meet with both of the co-chairs to determine whether or not an accusation is warranted.
      b. Drop Case
         i. A case shall only be dropped if both investigating officers and both co-chairs agree that there is insufficient evidence to warrant an accusation. If a professor made the accusation, he/she is to be informed about why the case was dropped. All information collected during the investigation must be destroyed.
      c. Accusation Letter
         i. If sufficient evidence exists to warrant a formal accusation, the investigators will deliver a letter of accusation and a statement certifying receipt of the letter to the accused in person (if not possible, deliver by registered letter). Every letter of accusation must explicitly state: 1) that the trial panel may recommend a penalty of dismissal from the College if the violation is deemed flagrant by the evidence presented during the hearing; and 2) that if the student maintains that the violation was inadvertent, he/she must present evidence to substantiate such a claim (be sure to keep a copy of these papers on file). Appendix ***** contains an example “Accusation Letter.”
      d. Flagrant Charge
         i. If the investigation reveals evidence that suggests the violation could be flagrant (see definition in “Scope of Flagrancy,” §B, #4(a)), the investigating officers shall decide, in conjunction with the officers of the Honor Council (co-chairs and the secretary), and in consultation with the faculty advisor, whether to add flagrancy to the charge. Flagrancy will be included in the charge only upon a unanimous vote by the Honor Council officers and investigating officers. If flagrancy is being sought based on the evidence revealed during the investigation, it must be stated in the accusation letter. If the accused pleads guilty
to that accusation, the Council will recommend dismissal to the President of the College. If the accused pleads not guilty to the accusation of a flagrant violation, the case will go to trial.

e. Plea
   i. The accused student may enter a plea of guilty or not guilty. A plea of not guilty means they are not guilty of the violation stated in the accusation letter that would result in a penalty of No Credit for the course in which the violation occurred. If the accused believes they have committed the violation inadvertently they are advised to enter a not guilty plea. All guilty pleas result in a recommendation from the Council to the professor that the accused receive a grade of No Credit for the course.

f. Accused's Reaction
   i. Being accused of an Honor Code violation is often very difficult for the student being accused. Be prepared for the accused to become very defensive and often confrontational. The “Accusation Letter” states that the accused may wish to seek help from the counselors at Boettcher, reiterate this point if appropriate. Be as supportive and compassionate as possible remembering that the accused student is innocent until proven guilty by clear and convincing evidence.

B. Hearing Procedures

1. Preparing for a Hearing
   a. Character Witnesses
      i. Ask the accused for the names of two character witnesses that will testify on their behalf.
   b. Witnesses as to Fact
      i. Ask the accused if they have any evidence witnesses for their defense.
   c. Accused's Rights
      i. Go over all of the evidence with the accused. Do not disclose the identity of the accuser.
   d. Cross-check New Information
      i. If the accused presents new evidence, cross-check the information and be prepared with additional witnesses during the trial to substantiate the claim or deny the claim(s).
   e. Date/Time
      i. Set a trial date/time that is mutually agreeable to the accused, accuser, and the Council. If the accused refuses to cooperate in the scheduling of the hearing, the Honor Council must set the date and inform the accused of the scheduled time.
   f. Students Called to Appear
      i. Students called to appear before the Honor Council must appear at the scheduled time as a matter of duty. For an accused not to appear is equivalent to a plea of guilty (Article III, §2e).
   g. Collaboration Trials
      i. While charges of collaboration are brought to the Council with all involved students listed as accused, each is actually entitled to a separate trial, and their verdicts are not tied to one another. The hearing is held simultaneously for convenience in scheduling and because the professor and/or accuser have identical testimony for the entire case.
   h. Trial Panel
      i. Contact seven members (one co-chair and six members with no conflicts of interest) to be at the trial. Members including the investigating officers should arrive at least one-half hour before the first witness is scheduled to testify.
   i. Organize Witnesses
      i. Organize the order of the witnesses by determining whose testimony will be most helpful first (investigating officers, accuser, professor, accused, material witnesses, character witnesses, etc.).
   j. Schedule Witnesses
      i. Schedule the witnesses on the proposed date of the trial giving the accuser and the accused at least forty-five (45) minutes each. The investigating officers will wait outside the hearing room to meet and chaperone each consecutive witness. Schedule the witnesses in such a manner that no two witnesses will see each other in passing. Escort the witnesses out a different door than the next witness will be coming in.
   k. Role of Investigators in Hearing
i. The investigating officers should prepare packets containing one copy of all relevant materials for each member of the hearing panel. Investigating officers will separately brief the hearing panel on the specifics of the case in testimony given as witnesses. In addition to given testimony separately as witnesses, investigating officers will remain outside of the hearing to meet and chaperone each incoming witness. The investigating officers will remain available to be called in for additional rounds of questioning throughout the duration of the hearing.

l. Reserve a room, with the Worner Desk, in which to hold the trial.

m. Security
   i. Call Security (x6707) on the day of the trial and ask them to open the room and the building if it is not during regular building hours.

n. Copy Evidence
   i. Copy all pertinent evidence for each member of the trial panel.

o. Tape Recorder/Tapes
   i. Obtain two tape recorders and four to six tapes for trial records.

p. Investigating Officers are responsible for bringing extra paper, pens, tissue, batteries, a tie, and witness testimony sheets.

q. Review all of the Hearing Procedures

2. Conducting a Hearing
   a. Hearing Records
      i. The tape recorders should be recording whenever someone is speaking about the trial. The tape recorders may be stopped between witnesses to conserve the time elapsed on tape, but the Council trial panel must refrain from conversing about the trial when the tape is not running. The recording quality should be checked once to ensure that an appeal board would be able to understand the testimony. Label each tape with appropriate trial information. One of the Investigating Officers should start the tapes with an opening statement containing the date, the name of the accused, the names of all Council members present, and the order of the witnesses. Each witness must be informed that the tape recorders is running during their testimony.

b. Introductions
   i. Each Council panel member will introduce themselves to each witness, and the witnesses will introduce themselves.

c. Witnesses’ Rights
   i. A member of the Honor Council reads a number of sections (Article III, §b, d, & f) from the Constitution of the Honor System which pertain to witnesses’ rights.

d. Witness Pledge
   i. Each witness must sign the oath pledging that their testimony “is the whole truth to the best of their knowledge.”

e. Charge Against Accused
   i. The accused must be informed of the charge against him/her, including the full reason for which the accusation was delivered.

f. Counsel
   i. Accused students are allowed to bring a member of The Colorado College community to the hearing as counsel. That is, a student, staff member, or faculty member may advise the accused during the hearing. The school’s legal counsel may not, due to a potential conflict of interest. Current members of the Honor Council may not. The counsel may not speak for the accused at the hearing, and may not interfere with the Honor System process. Outside counsel is not allowed in the hearing.

g. Questioning
   i. All attending Honor Council members may ask any questions they feel are pertinent to the case, attempting to reconstruct and understand the situation and the event. It is easier to start with simple questions, such as the environment in which the possible violation occurred, what restrictions were placed on the assignment, and how the Honor Code was to apply to the work. At no time should the accused be informed of the accuser’s identity. Remember to pose appropriate questions addressing the possibility of an inadvertent or flagrant violation.
h. Taped Testimony
   i. Every effort will be made to avoid using taped testimony. Only in extreme circumstances (emergencies, etc.) will taped testimony be permitted. The co-chairs are responsible for determining the extremity of the circumstances and whether admittance of taped testimony will permit a fair trial. This determination will be made before the trial commences. If at any time throughout the proceedings the Honor Council is unable to conduct a fair trial, due to the use of taped testimony or otherwise, a mistrial will be declared and all charges dropped. Faculty members and student witnesses are expected to appear in person at all trials and retrials at the request of the Honor Council. Every effort will be made to accommodate personal testimony without denying the accused a speedy trial. Determination of both will be the responsibility of the Honor Council co-chairs.

i. Closing Remarks
   i. Each witness is invited to make a final statement. Following this, the trial chair reiterates the importance of maintaining confidentiality and also secures the future location of each witness in the event they are needed later to answer additional questions.

j. Discussion
   i. Following the testimony of all witnesses the trial panel should discuss the evidence. If evidence needs to be confirmed, or if the trial panel wishes to call additional witnesses, it should be arranged immediately.

k. Dress
   i. The Honor Council has found that hearings are taken much more seriously and the Code is treated with more respect if the members dress up for hearings. Men should wear coats and ties. Women should wear skirts, dresses, or slacks.

3. Voting on the Verdict
   a. Closure of Discussion
      i. As soon as the Council feels they have discussed the case enough to determine the guilt of the accused, discussion should be formally closed.

   b. Clear And Convincing Evidence
      i. Do not vote on a gut feeling. A verdict of guilty cannot be presented because an Honor Council member "just knows" the student was guilty. The evidence must be clear and convincing. It is often the case that the evidence just is not there, no matter how obvious it is to someone that the individual is guilty.

   c. Consideration of Verdict
      i. Verdicts must be determined objectively. That is, the Council trial panel members should not consider a student’s year in school, major, whether the violation is a first or second, or what effect a guilty verdict will have on the accused. The verdict cannot be influenced by evidence that suggests the violation was inadvertent.

   d. Secret Ballot
      i. The verdict of the case should be determined by secret ballot. A simple majority is required for the conviction of a first or second violation.

   e. Records
      i. The verdict is recorded on tape, with the number voting each way. The major points which determined the verdict are also recorded for use by an appeal board.

   f. Not Guilty
      i. If the verdict of the trial is not guilty, all evidence of the investigation and trial (including the tape recordings of the trial) are to be destroyed by the investigating officers in a timely fashion.

4. Flagrant Violations
   a. Scope of Flagrancy
      i. An Honor Code violation may be deemed flagrant if it includes, one of the following: (a) cheating which includes theft; (b) a conspiracy of two or more students to give and/or receive unauthorized aid; (c) plagiarism where most of the work in any assignment is clearly not the student’s own. Other grounds for flagrancy may be developed by the Council during the course of an investigation.

   b. Accused Flagrancy
      i. If the student was accused of a flagrant violation and found guilty of committing an Honor Code
violation, a second vote is necessary to establish guilt of a flagrant Honor Code violation. If the student accused of a flagrant violation is found guilty of a flagrant violation the Council will recommend to the President of the College to dismiss the student. This vote is also by secret ballot and requires a unanimous decision by the Council members hearing the case.

c. Discovered Flagrancy
   i. If flagrancy becomes apparent in the trial but was not originally sought in the accusation letter, the trial panel may find, with a unanimous vote, that the violation constitutes a flagrant action. This determination relies on the introduction of evidence/testimony that was previously undiscovered during the investigation process. The trial panel should use caution when pursuing flagrancy where it was not expressly sought in the accusation letter.

5. Inadvertent Violations
   a. Scope of Inadverternity
      i. An inadvertent violation is one in which the student did not knowingly commit the violation and did not gain any advantage in the course. Recall that the Introduction of the Constitution states: “Ignorance of the principles embodied in this Constitution and of the way in which they apply in a particular class will be no excuse for a violation of the Honor System.” In other words, the Council may consider ignorance as grounds for recommending a less severe penalty, but not grounds for determining guilt.
   b. Inadvertent Violation
      i. If the accused presents evidence, or if the trial panel discovers evidence during the hearing, that suggests the violation was inadvertent, the trial panel will then vote to determine whether a lesser penalty is warranted. A unanimous vote of the trial panel is necessary in order for the violation to be deemed inadvertent. In order to preserve the integrity of the council’s decisions regarding cases involving inadvertency matters, trial panel members may in rare circumstances abstain themselves from any portion of the inadvertent trial process. Such abstentions shall not be considered as opposed to unanimity.

6. Determination of Penalty
   a. Not an Inadvertent nor a Flagrant Violation
      i. If the verdict is guilty, but the violation is neither inadvertent nor flagrant, the Council recommends to the professor a No Credit grade for the course in which the violation occurred.
   b. Inadvertent Violation
      i. If the trial panel finds the accused guilty of an inadvertent violation, it must request that the professor of the block in which the violation occurred join them to discuss the following matters: how the professor interpreted and presented the Honor Code, the professor’s suggestions for an appropriate penalty, and the potential consequences of the proposed penalties. The purpose of this consultation is to allow the trial panel to make an informed recommendation. Also, this consultation allows the trial panel to inform the professor of the evidence of an inadvertent violation of the Honor System. This is not an opportunity for the panel to deliberate the verdict of the case. Rather, it is a forum for the professor and the Council to share the responsibility of determining an appropriate penalty.
      ii. Open the discussion with the professor by giving the hearing panel’s suggestions for possible penalties for the inadvertent violations. Follow these suggestions with a request for the professor’s thoughts on the appropriate penalty. While the suggestion of the professor should carry considerable weight, the hearing panel and the professor need not come to consensus on the appropriate penalty.
      iii. Penalties for inadvertent violations shall only affect the assignment on which the violation was committed. Penalties shall affect the assignment’s weight in the course. Penalties shall not take into account the student’s performance in the course.
      iv. Following the consultation, the trial panel [in absence of the professor(s)] will determine the appropriate recommendation. All possible penalties must stay in the “academic realm.” The ultimate recommendation rests with the individual trail panel; however, suggested penalties include, but are not limited to: a No Credit grade on the assignment, a drop in a letter grade on the assignment, or a drop in a letter grade for the class. In cases where the Council considers three or more feasible penalties, the Council shall vote in the following manner: The Council shall rank the penalties in order of severity. Starting with the most severe, the council shall vote on each proposed penalty, by secret ballot, until a majority of the panel concurs on a recommendation.
v. The Council shall use graduated penalties only in unique cases! The purpose of this mechanism is to ensure flexibility so that exceptional violations are dealt with accordingly. Graduated penalties shall not be a common practice of the trial process.

c. Flagrant Violation
i. If the trial panel finds the accused guilty of a flagrant violation, it must recommend dismissal of the student to the President of the College, as well as recommending the student receive a grade of No Credit for the course in which the violation occurred.

d. Second Violation
i. The Honor Council recommends to the President of the College that a student who pleads or is found guilty in a second violation be dismissed from the College, and that the student's transcript be annotated to show that fact. Should the President of the College accept the recommendation only in part, or not at all, the case will be treated as a first violation for the purposes of Council procedure.

7. Students Returning After Dismissal
a. Students who are readmitted to The Colorado College after being dismissed for a second Honor Code violation return with one Honor Code violation on record. Any further hearings concerning said student are treated as second violations. Being dismissed for two Honor Code violations is considered ample warning that the Honor Code must be obeyed.

8. Hearing Documentation
a. Notification of Verdict
i. The investigating officers are responsible for notifying the accused, together, in person, of the verdict and penalty. If the student is found guilty, he/she has seventy-two (72) hours to notify the Council faculty advisor that he/she desires to file an appeal. The appeal must be based either on a significant error on the part of the Honor Council or on new and pertinent evidence. The professor is also informed of the verdict and recommended penalty.

b. Professor's Rights
i. The professor is the final authority as to the grades in his or her course. At the same time, the professor is bound by the Faculty Handbook to uphold the College Honor System and to give highest consideration to the recommendations of the Honor Council as to penalties for violations of the Honor Code.

c. Notify Faculty Advisor
i. Inform the faculty advisor of guilty finds or pleas, for the purpose of relaying the information to the Vice President for Student Life.

d. Case Summary
i. The investigating officers must prepare a case summary within one week of the trial or guilty plea. This is to keep the Honor Council files accurate and to help the appeal board if the case does go to appeal. The following information should be included in the summary:
   (a) Name of Accused
   (b) Name of Accuser
   (c) Course and Block
   (d) Professor
   (e) Accused Violation
   (f) Witnesses
   (g) Council Members Present at Hearing
   (h) Verdict (Final Vote)/Plea
   (i) Summary of Important Points Leading to Decision

e. Investigation and Trial Review
i. After the investigation and trial is concluded and all documents have been turned over, the presiding co-chair will conduct review the investigators’ performance during the entire process.

9. Appeals
a. In the event the accused believes that a significant error might have affected the outcome of the hearing or
that there is new and pertinent evidence which might alter the outcome of the hearing, the student may appeal the conviction. The procedure follows:

i. The request for the appeal must be submitted within seventy-two (72) hours from the time the verdict was delivered. The accused contacts the Council faculty advisor to initiate proceedings.

ii. Appeal requests are granted at the discretion of the Council faculty advisor.

iii. A group of five (5) students, chosen randomly from the student body by the registrar, shall act as the Appeal Board. No member of the Honor Council or any individual appearing before the Honor Council shall serve on the Appeal Board.

iv. The Appeal Board shall designate a member of the faculty or administration occupying a disinterested position, and preferably with legal training, to preside over the appeal.

v. The accused may, at any time during the process, terminate the appeal.

vi. All records pertaining to the guilty verdict shall be available to the Appeal Board whose members shall be sworn to secrecy regarding the evidence and the identity of all witnesses. The faculty advisor of the Honor Council shall instruct the Appeal Board on its duties and responsibilities. The Appeal Board may request the reappearance of witnesses who testified before the Honor Council or the appearance of new witnesses who have pertinent information concerning the error which prompted the appeal. All witnesses shall testify under oath. The names of the members of the Appeal Board shall not be disclosed to the accused. In the event that one person is found guilty and one is found not guilty on a charge of collaboration, all information referring to both parties is released to the Appeal Board, but the Board shall be bound by confidentiality. The Appeal Board may not question the verdict of not guilty.

vii. If a simple majority of the Appeal Board members determine that important evidence beneficial to the accused was not considered by the Honor Council or that some other significant procedural error was committed, the Appeal Board shall present its findings to the Honor Council and recommend a retrial. The written recommendation shall include a summary of the major points which were the basis of the recommendation, and a summary of any new testimony heard by the Appeal Board. The Honor Council shall grant a retrial on the basis of the Appeal Board's recommendation. None of the Honor Council members present at the initial hearing shall participate in the retrial.

viii. The faculty member presiding over the appeal shall have no vote in the recommendations of the Appeal Board. The faculty member's responsibilities shall be to rule on the admissibility of evidence and to exercise discretion as to what evidence is relevant to the case. The presiding officer may instruct the Appeal Board concerning the weight attached to the evidence submitted and may question all parties for clarification purposes.

10. Retrials

a. Retrials shall be conducted in the same manner as regular hearings before the Honor Council except that

b. Nine (9) voting members of the Honor Council shall be present.

c. A seven out of nine (7/9) vote shall be required for a verdict of guilty.

d. No member of the Honor Council who was present at the accused's original hearing shall participate in the retrial.

e. The accused and all witnesses who appeared at the original hearing shall again be given the opportunity to testify. New witnesses who have pertinent information shall also have the opportunity to testify.

f. The same records shall be kept of retrial proceedings as of original hearings. In the event of a guilty verdict, the record of the retrial proceedings shall be kept together with the records of the original hearing before the Honor Council. In the event the accused is found not guilty at retrial, all records shall be destroyed.

g. There shall be no right of appeal after a retrial.
Information and Technology Services Investigation Guidelines

A. When the council seeks information from ITS incident to an investigation or hearing, the first contact should be between the faculty advisor and the Director of ITS. The faculty advisor will explain what information is sought and why (within the limits of the council’s confidentiality rules). The purposes are to:

1. Decide if any information sought is protected. If it is, authorities may be consulted as to ITS release, and council receipt, of the information.
2. Decide the feasibility of the information search and the extent of staff resources ITS is able or willing to apply to the search.
3. Decide who the council will deal with in ITS. This person might eventually be called as a witness.
4. Decide if the information is transitory, and assure that it should be retained until the case is disposed of.
5. Decide if others in the administration should be informed of the information request. Such additional consultations would be unusual.

B. A student being investigated in an honor case may want information from ITS files made available for his or her own defense. Such occasions would be handled in the same manner as in paragraph 1 above. Investigators, upon learning of a student’s desires along these lines, should direct the student to the faculty advisor.

C. The council would not ordinarily ask ITS to collect information on particular students that is not part of the ordinary and routine archiving of information. Should the council decide to collect such information, the request would be cleared at higher levels by both ITS and the faculty advisor.

D. On the other hand, routine collection of information by ITS may reveal abuses. In such cases, ITS may consult both the faculty advisor and the Dean of Students in deciding disciplinary steps.