

This document is the Honor & Discipline Committee Bylaws Document. This document, referred to hereafter as the Bylaws, should be the primary working document used by students on the Honor & Discipline Committee while hearing and arbitrating cases. It will go through the workflow and duties of the committee, committee members, and student co-chairs. In addition, it will recommend duties and responsibilities of non-voting members of the committee, such as faculty members and deans, but will not prescribe their roles. This document does not supersede the Honor Code or deauthorize the Honor Code, which remains the primary document student's should refer to on matters of academic integrity. This document is designed to help Honor Committee members and students involved in the process understand the Committee's procedures and help the Honor Committee come to equitable and just decisions. These bylaws shall be published to the entire student body. Any update to these bylaws shall be published to the student body.

This document will not offer precedents or suggestions to committee members on sanctions; it will simply detail the procedures involved in calling, hearing, and adjudicating cases before the Honor & Discipline Committee.

1. This document is the Bylaws of the Honor & Discipline Committee. All proceedings of the Honor & Discipline Committee will follow these procedures, and should these procedures not be followed it is grounds for a student appeal.
2. The Committee Members may vote to change these bylaws by a majority vote of all members.
 1. Any change that shall affect an element of student voting must instead pass a majority vote of student members.
 2. This includes all parts of 10, 11, 12, and 13 of these bylaws, as well as this subclause
3. Abbreviated Forms
 1. 'The Honor Code' refers to the Williams College Honor Code, a document which all members of the Williams College community are expected to follow in regards to academic integrity.

2. 'The Committee' refers to the Honor & Discipline Committee
3. 'Student Member' refers to the Honor & Discipline Committee student members.
4. 'The Faculty Chair' or 'FC' refers to the Faculty Chair of the Committee
5. 'The Student Chair' or 'SC' refers to the Student Chair of the Committee
 1. There may be multiple student chairs; if this is the case they are referred to as 'the Student Co-Chairs'
6. 'The Chairs' refers to the consensus of the Faculty and Student Chairs
7. 'The Dean' refers to the Dean of the College or their appointed representative
8. 'The Respondent' refers to the member of the Williams Community who is suspected of violating the Honor Code
 1. There may be multiple Respondent, in which case they will be referred to as 'the Respondents'
9. 'The Complainant' refers to the member of the Williams Community who has reported the violation of the Honor Code
 1. There may be multiple Complainants, in which case they shall be referred to as 'the Complainants'
10. 'The Witness' refers to a member of the Williams Community who has been called before the Committee to give testimony, but has neither brought the case nor is suspected of having violated the Honor Code in the matter before the Committee
 1. There may be multiple Witnesses, in which case they shall be referred to as 'the Witnesses'
11. 'The Advisor' refers to the member of the Williams Community who acts as an Advisor for a party involved in matters.

1. Complainants, Respondents, and Witnesses may all have their own Advisors, all of which may be present with their advisee
 2. Advisors may not be lawyers
 12. 'The Suspected Violation' refers to the suspected violation of the Honor Code which the Respondent is suspected of committing
 1. There may be multiple suspected violations of the Honor Code, in which case they will be referred to as 'The Suspected Violations'.
 2. Please read the Honor Code to see what is considered a violation of the Honor Code
4. Preliminary Matters
1. The faculty chair will be appointed by the faculty.
 2. Student Committee Members will be elected by class year. Two will be elected for each year, with elections for non-First Years taking place in the spring prior, and First Year elections taking place when First Years arrive on campus
 1. Elections will be run by TABLE
 3. The student chairs will be appointed by the faculty chair and the Dean at the beginning of the year.
 4. Criteria for chair selection
 1. Attendance
 2. Commitment
 3. Ability to not only attend hearings, but meet with students and explain the process
 4. Ability to articulate the process and rules to students who are going through the process
 5. Ability to help students on the panel navigate difficult conversations
 6. Availability to work on projects over the summer related to online presentations (videos) to incoming students and presenting to incoming students during orientation
 7. Demonstrated interest in working on trainings, workshops, presentations to the community

5. “Students must be able to be available for hearings 1-2 days per week, approximately a four-hour weekly commitment”

1. Students will be held to the following expectations:

1. All Honor Committee members will attend an anti-bias training
2. Student committee members must respond to communication and invites for trainings, hearings, and meetings
3. Students must be on time to hearings
4. Students must be able to be available for hearings 1-2 days per week, approximately a four-hour weekly commitment
5. Students must not violate confidentiality

2. The student committee (in consultation with the dean advisor and faculty chair) reserves the right to place a student committee member on probation, or remove a student from their role if a student member is not meeting the responsibilities and expectations as outlined above or is found responsible for violating Williams College policy.

6. All Honor Committee members will attend a meeting either in the spring after elections for the next year or at the beginning of the school year to decide upon a baseline sanction and learn previous year’s precedents and the evidentiary standard required by the Committee, as well as the Committee’s processes. Student Committee members will decide the baseline sanction.

7. The Faculty Chair will advise all faculty at the beginning of the year about the standard of proof required in cases, and the default sanction decided upon by the Committee

5. Reporting Procedure

1. When a suspected violation of the Honor Code occurs, the Complainant should report this violation to the Student Chair or Faculty Chair

1. A respondent can come to any member of the Committee with a suspected violation

2. The respondent will be either directed to the faculty chair or student chair depending on their status
 3. For reasons of equity across the student body, suspected infractions must be taken to the Honor Committee and may not be dealt with by individual instructors
2. Upon hearing of a suspected violation, the Chairs must decide whether there is sufficient evidence to proceed
 3. It is the responsibility of the Faculty Chair to advise members of the Williams Faculty whether or not the case they are bringing has sufficient evidence
 4. Cases are typically reported within the semester that the course was taken, but in the event that a faculty member discovers an alleged violation after the semester, it must be reported by the last day of the full term following the term in which the course was taken
 5. The Faculty Chair may request that a member of the Williams Faculty bring more evidence or reexamine past material to find more evidence
 1. Should the Complainant discover evidence of additional honor code cases while investigating the first case, they will bring that evidence to the Faculty Chair
 2. The Honor Committee will provide the Respondent with a written letter for each suspected violation of the Honor Code prior to a hearing on that violation

6. The Student and Faculty Chairs will meet and decide if there is enough evidence to bring a case forward
 1. If they decide to bring a case forward, a written letter will be provided to the Respondent informing them that they are under investigation for an honor code violation
 1. If the Respondent has previously been found responsible of violating the honor code, the letter will remind them of their previous violation and inform them of the more serious sanctions that may result from this hearing
7. Prehearing Meeting
 1. The Student Chair assigned to the Respondent will endeavor to meet with the Respondent prior to their hearing
 2. The Student Chair will do the following:
 1. Inform the Respondent of the allegations against them
 2. Provide the Respondent with a copy of supporting evidence
 3. Name the current members of the Committee
 3. The student may request:
 1. That any empaneled member of the Committee recuse themselves.
 1. This request must be based on specific and substantial conflict of interest, not a general or unspecified impression.
 2. Any request will be decided by the Chairs
 4. The conversation between the Student Chair and the Respondent may become part of the evidence at a hearing at the discretion of the Student Chair.
 5. The Student Chair may make a discussion confidential at their discretion.
 6. The Student Chair should make clear during the conversation with the Respondent whether the discussion is confidential or not

8. Prehearing Matters

1. When the case is ready to move forward, the hearing is scheduled based on committee member availability and the involved students's class schedules
2. Prior to the meeting Members of the Committee will be asked if any member of the committee has a significant reason to doubt their ability to consider the case fairly
 1. They may be asked to be recused
 2. Acquaintance or friendship with a participant alone are not grounds for recusal; the Chairs will need to hear strong and convincing reasons
 3. The Chairs will decide on any such request
3. Prior to the meeting occurring the Chairs will decide whether the meeting will be held in person or on Zoom
4. In preparation for the hearing the Dean's Office will have prepared sufficient copies of all written evidence for Members of the Committee and the Respondent
5. The Respondent has the right and responsibility to present any relevant evidence
 1. If in person, the Respondent presenting written evidence should bring sufficient copies for the committee; if they need assistance in preparing evidence, they may call on the Dean's Office for help (photocopying, providing internet hook-ups, etc.)
 2. If on Zoom the Respondent should send evidence to the Student Chair so that it may be distributed to the Members of the Committee
6. The Respondent has the right to call witnesses on their behalf
7. The Respondent has the right to be accompanied by an Advisor
 1. The Advisor must be a member of the College community (i.e., student, faculty or staff)
 2. The Respondent may not be accompanied by or represented by an attorney.

3. During the hearing the Advisor and the Respondent may speak to one another, but the Advisor may not address the Committee or question witnesses.
8. Students can request support from their class dean in preparing for their hearings
 1. This includes both the Respondent, the Complainant, and students named as witnesses
 2. In their capacity, deans can provide space for students to talk out how they plan to speak to the hearing body and also to get support resources while they are waiting for a determination for the case.
 3. If students wish to have dean support, it is very important that students notify their dean immediately in order to plan for scheduling.
9. Hearing Procedures - Presentations
 1. The Honor Committee must have at least three-quarters of Student Members on campus at the time of the hearing. If fewer than five student members can be present at a hearing, both the Respondent and the Dean must agree to proceed with the hearing.
 2. Zoom procedures
 1. No other persons, besides the Respondent, Complainant, and Witness, shall be in the room while a Witness, Respondent, and Complainant are being questioned
 2. The Advisor of whichever person is being questioned may be in the Zoom call during their testimony, or physically present with them in their room while they give their testimony.
 3. The Advisors of the Respondent and the Complainant may also be present at any points where the Respondent and Complainant are present.

4. No other persons should be physically present in the rooms of a Respondent or Witness during a Committee meeting.
3. In person procedures
 1. The Respondent and Complainant, along with their Advisors are physically present along with members of the Committee presiding.
 2. Additional witnesses are sequestered from one another, along with their Advisors, and then leave once they have given their testimony
 3. At the end of the Respondent's presentation, the Complainant and their Advisor will leave, and the Respondent will make any final remark.
4. The Reporter presents their evidence and explains why they suspect an Honor Code violation
 1. Members of the Committee, as well as the Respondent may ask questions for clarification at any point in the presentation
 2. After the presentation Members of the Committee and the Respondent may ask any additional questions
5. If there are additional witnesses to the alleged violation of the Honor Code:
 1. They are brought in one at a time
 2. Then questioned first by the committee and then by the Respondent student.
6. The Respondent has the opportunity to respond to the charges in any manner including:
 1. Providing an explanation
 2. Presenting exculpatory evidence
 3. Offering an apology
 4. Offering anything else the Respondent wants the committee to hear
7. The Respondent may choose to call witnesses on their behalf
 1. These witnesses will follow the procedures from 9.e

8. Members of the Committee and the Reporter may question the Respondent student and any witnesses following the procedures from 9.d
9. Once questions have been asked and answered, the Reporter and any remaining witnesses leave the hearing
10. The Respondent may address the committee or answer any final questions.
11. When finished, the Respondent leaves the room

10. Hearing Procedures - Deliberations

1. The committee then deliberates over three questions:
 1. Is there a preponderance of evidence that the alleged behavior constitutes an infraction of the Honor Code?
 2. If it does, is there a preponderance of evidence that the Respondent student committed the infraction?
 3. If they did, what sanction is recommended to the Dean of the College?
2. All members of the committee can take part in these deliberations
3. Only student members vote on matters before the committee
4. All members shall have access to a set of precedents from prior years that show cases with aggravating and mitigating factors
5. Student Members will vote on these three questions in order.
6. The first two questions (10.a.i and 10.a.ii) may be considered in aggregate by either committee consensus or the direction of a Chair.
7. The first two questions may also be considered in aggregate for a group of students, in cases where the suspected violation is near identical.
8. A vote of three-quarters of those present and voting is required both for finding the student responsible for violating the Honor Code and for recommending a sanction to the Dean.
9. At any point a voting member may call the question, which requires a $\frac{3}{4}$ majority to pass

1. If this passes, the question under consideration is immediately taken to a vote (10.a.i, 10.a.ii, or 10.a.iii respectively)

11. Hearing Procedures-Sanctions

1. If the student members vote yes on the first two questions for a specific suspected violation, they must then assign a sanction to the student
2. Committee members should consider the severity of the violation, and sanction the respondent accordingly, considering the impact on the campus community
3. When considering a sanction, student members should consider whether the Respondent student (who has now been found to have violated the Honor Code) previously violated the Honor Code
4. To sanction, students vote going from the least severe to the most severe
5. Voting yes on a sanction means a student member believes that the infraction at least warrants the sanction in question, but not whether it warrants a higher sanction
6. Following the initial sanctions, two additional sanctions may be considered; these are both considered additive and are voted on subsequent to the first sanction

12. Possible Sanctions

- Warning:
 1. A warning is intended to educate the student about the Honor Code and community standards, and to serve as notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. A warning does not become part of the student's permanent record. Students who receive a warning can answer negatively if they are asked if they have been subject to College discipline. A warning remains in a student's file until graduation, when it is removed.
- Failure in the Assignment:

1. The student will automatically receive an F for the assignment in which the infraction was committed. This sanction does not automatically become part of the student's permanent record unless it is accompanied by disciplinary probation or suspension. Students who receive this sanction can answer negatively if they are asked if they have been subject to College discipline. Notation of the hearing outcome remains in a student's file until graduation, when it is removed.

- Failure in the course:

1. The student will automatically receive an F for the course in which the infraction was committed. This sanction does not automatically become part of the student's permanent record unless it is accompanied by disciplinary probation or suspension. Students who receive this sanction can answer negatively if they are asked if they have been subject to College discipline. The failing grade will appear as an E on the academic transcript. Notation of the hearing outcome remains in a student's file until graduation, when it is removed.

Suspension:

1. Separation from the College, and exclusion from College premises, and from other privileges and activities. Readmission to the College after the term of suspension is not automatic but requires an application to the Dean of College. This sanction becomes part of the student's permanent record, and remains on file for seven years. Students who receive this sanction must answer affirmatively if they are asked if they have been subject to College discipline. Subsequent violation of the Honor Code will normally result

in suspension or expulsion from the College. As a general matter, parents/guardians are notified about suspension.

- Expulsion:

1. Permanent termination of student status, and exclusion from College premises, privileges, and activities. This sanction becomes part of the student's permanent record, and remains on file permanently. Students who receive this sanction must answer affirmatively if they are asked if they have been subject to College discipline. As a general matter, parents/guardians are notified about expulsion.

- Other Actions:

1. In addition to or in place of the above actions, the hearing panel may assign such other penalties, as it deems appropriate.

2. Additive Sanctions

- Mandatory educational tutorial:

1. This Instructional material is designed to educate students about the importance of academic integrity, and to serve as a guide for proper practices around collaboration, citation, quotation, and more. This educational sanction does not become part of the student's permanent record. Students who receive this sanction can answer negatively if they are asked if they have been subject to College discipline. Notation of an educational requirement remains in a student's file until graduation, when it is removed. Students who fail to complete the tutorial by the end of the semester in which the infraction occurred will automatically be placed on disciplinary probation.

2. The student members may vote to impose this additive sanction in addition to whatever other sanction it deems appropriate
- A drop in the overall course grade by a percentage determined by the committee:
 1. The student will automatically receive a percentage decrease in grade for the course in which the infraction was committed. This sanction does not automatically become part of the student's permanent record unless it is accompanied by disciplinary probation or suspension. Students who receive this sanction can answer negatively if they are asked if they have been subject to College discipline. Notation of the hearing outcome remains in a student's file until graduation, when it is removed.
 2. Following the first vote on a sanction, student members may vote to impose 13.b
 3. If this is imposed, a procedure similar to 11.d is implemented.
 4. Student members start with the lowest possible sanction; a third grade reduction (From A to A-, A- to B+, B+ to B, etc.)
 5. Student members or chairs may also call for a specific grade reduction, which may then be voted on
 6. Voting yes on a grade drop means a student member believes that the infraction at least warrants the grade drop in question, but not whether it warrants a higher sanction
2. Disciplinary probation:
 1. To be assigned for a specified period of time. This sanction becomes part of the student's permanent record, and remains on file for seven years. Students who receive this sanction must answer affirmatively if they are asked if they have been subject to College discipline. Subsequent violation of the Honor Code will normally result in suspension or expulsion from the College. The student meets regularly with a dean during the probationary period. As a general matter, parents/guardians are notified about disciplinary probation.

Disciplinary Hearing

1. A respondent may be called before the committee as a result of misconduct that is not academic or sexual
2. This is referred to as social misconduct
3. Once a disciplinary case has been referred to the honor and discipline committee it is considered formal
4. At this point two student members and two faculty members will be asked to form a hearing committee along with two members of the Dean's Office
5. They will hear the case according to the same procedures as outlined above in 9 & 10, however all members of the committees vote on determining whether there has been a social misconduct violation and determining what sanction is appropriate

Appeal Process

1. The Respondent may request a reconsideration of the Committee's decision on the basis of substantial new evidence or improper procedures
2. A request for reconsideration must be made in writing to one or both of the Chairs within a week of the Committee's decision, or the decision is considered accepted
3. The request for reconsideration will only be granted if a majority of the Committee members who heard the case agree
4. The Committee may choose to reconsider either the case in its entirety or just one or more aspects of the case, and in doing so may receive or review any information it determines is relevant to the reconsideration
5. Following its reconsideration, the Committee will refer its decision to the Dean for the Dean's action, if any, as appropriate
6. After a rehearing, the Dean's decision is permanent. The student does not have any right to contest the rehearing's decision and sanction

End of Year Report

1. At the end of each year, the Committee Chairs will produce an anonymized report of previous cases heard by the Committee throughout the year, documenting the facts of the case and the Committee's voting and thinking.