

Frequently Asked Questions About The Campus Hearing Board

*The WPI judicial process is grounded on the concept of educational discipline – students understanding why specific rules are in place, taking responsibility for their actions, learning from their mistakes, considering alternative courses of action, and ultimately, changing their behavior in the future. **The information below is designed to introduce you to the WPI judicial process and prehearing procedures for Campus Hearing Board (CHB) sessions. Please ask your Case Officer any questions, particularly with regards to Judicial Advocates.***

Who is the Case Officer and what is their role? The Case Officer is a member of the Dean of Students staff, who provides operational and logistical support for the CHB. Case Officers are not voting members of the CHB, and do not participate in discussions of the CHB. Their role is to convey the wishes and decisions of the CHB to the parties involved in the hearing.

How do I know what I'm being accused of? Students accused of violating the Student Code of Conduct receive a charge letter outlining the allegations, and are encouraged to meet with the Case Officer before the CHB convenes. The Case Officer can explain the section of the Student Code of Conduct that is involved in each case.

What are my rights, and where can I find them? The prehearing procedures, as well as the rights of individual members of the WPI community, are outlined in the Student Code of Conduct section of *The Student Planner and Resource Guide*. All first year students received a hard copy of this guide; if you need another copy, please notify your Case Officer. The Student Code of Conduct is also available on-line at the Dean of Students webpage.

When is my hearing? You will receive notification of the date, time, and place of the hearing at least five business (5) days before the actual hearing date. Hearings generally start around 5:30 PM.

Is there anyone who can help me with my case? Judicial Advocates are trained and educated about the WPI judicial process and serve as a resource and consultant for students regarding the judicial process. Witnesses (WPI community members or outside individuals, with permission of the Case Officer) may also be permitted. A list of witnesses must be submitted to the Case Officer at least 48 hours prior to the hearing.

How are decisions made? The CHB uses a “preponderance of evidence” as their standard of proof for deciding whether the accused student is responsible for the allegations against him/her. The preponderance of evidence standard is defined as “more likely than not” that the evidence supports a violation of the Student Code of Conduct.

Can I have someone help me at the hearing? You may have an advisor (WPI community member only) with you, although they may not ask, answer, or be asked questions by any party at the hearing. Solely in cases involving allegations of sexual assault or other sexual misconduct, either or both parties may also be accompanied to the hearing by an advisor/advocate of their choice, although they may not speak.

What about a lawyer – can I have my legal counsel present? Under extraordinary circumstances, you may request to have legal counsel present; their role is limited (similar to an advisor/advocate as noted above). A request to have legal counsel present must be made to the Case Officer at least five (5) business days prior to the CHB session.

Is there an appeals process if I'm found responsible? CHB decisions may be appealed within five (5) business days of the initial notification of the decision. In cases of suspension or expulsion, the Judicial Appeals Board (JAB) will automatically review the case; you may also submit your own formal written appeal.

What about having a judicial record....will that cause me trouble down the road? Judicial records are maintained by the Dean of Students Office, and are kept separate from a student's academic records. It is the policy of WPI that judicial records shall be reportable by the Dean of Students Office for a period of two years from the date of graduation or departure from WPI. Judicial records may be shared both internally (e.g. IGSD, honor societies, etc.) and externally (e.g. transfer applications, prospective employers, law school, medical school, military, etc.) in accordance with federal regulations that require written permission (signed release form) from the student. As articulated in WPI's Academic Honesty Policy, a student's judicial record may be shared internally without the student's permission as appropriate to determine if the student has any record of prior offenses involving academic dishonesty. Judicial records for cases that are pending resolution and/or completion of the sanction, disciplinary suspension, or expulsion shall be retained in perpetuity and will be reportable as outlined above.