After seeing a potential violation, the Reporting Party must give the student an opportunity to offer an explanation. If the student admits responsibility or if the explanation is insufficient, the Reporting Party submits a Report using our online report form (visit http://www.wm.edu/deanofstudents and click on the “Report an Issue or Concern” button). The student then has 48 hours to report to the Honor Council or resign from the College. Once the student reports to the Council, the Honor Process begins. This act is not an admission of responsibility.

The Presiding Chair and the Procedural Advisor meet with the student to go over his or her rights, provide an opportunity for the student to review the report and discuss the Honor Process. If the student has a Student Advisor, the advisor also may attend this and all subsequent meetings (including the hearing).

The Investigating Committee (generally two or three Honor Council members) meets with the Respondent, Reporting Party and any material witnesses to gather statements and evidence pertaining to the case. These are compiled into the Investigating Committee Report. This process is usually completed within 7 working days.

The Sufficient Evidence Panel (three other unbiased Honor Council members) meets to review the Investigating Committee Report. The panel determines if the evidence “presents a question that warrants a hearing.” At this point, a case can move forward, be dismissed for insufficient evidence, or be sent back to the Investigating Committee with a request for more information.

If the case moves forward, the Presiding Chair and Procedural Advisor arrange a Pre-Hearing Meeting with the student to go over hearing procedures, review all documentation related to the case, and discuss any special accommodations or concerns. The hearing itself is divided into the Judgment Hearing and, if necessary, the Sanctions Hearing. A student is considered “not responsible” unless responsibility is established beyond a reasonable doubt. If a Respondent pleads responsible, then the panel may bypass the Judgment Hearing and move to the Sanctions phase. After the hearing, the Respondent meets with the Dean of Students (or designee) to discuss the outcomes. The student may then file an Appeal within five working days.