Guide for Submitting Complaints to the Judicial Boards

modified 2011-01-20 AHM; 2013.04.22 KK

This guide is designed to help you understand the requirements for submitting complaints to either the Student Judicial Board (J-Board) or the Sexual Misconduct Board

The Guide

<

A Judicial Board complaint resembles a letter. Very generally, it should have a heading, including your name, the date, and your contact information, an introductory paragraph, a body that addresses the five criteria of a formal complaint, and a concluding paragraph, and your signature.

Your signature will indicate that i) you agree to keep confidential the details of the judicial process that you are now participating in, and ii) you consent to the complaint document being shared with the respondent(s) in the case. If you submit the complaint document electronically via email, please indicate, in the body of your email, that you agree to these two conditions regarding confidentiality and document sharing with the respondent(s).

If the complaint involves sexual misconduct, please send the finished complaint to the chair of the Sexual Misconduct Board. Otherwise, send it to either of the J-Board Chairs. For a list of the current chairs, see the Members of Judicial Boards webpage on the Honor Principle website:

II. "A brief description of the actions that the complainant(s) believes do constitute a violation..."

This section is intended for a more comprehensive detailing of the events leading up to, including, and following the violation(s). Please try and include as much contextual information as possible, such as dates, places, persons involved, etc.

III. "A list of the names of the persons believed to have committed a violation..."

If there is more than one respondent, please outline each respondent's role in the events and address how each respondent may have committed the violation(s). Please include any contact information you have for the respondent(s).

IV. "A list of witnesses with information pertinent to the case..."

In addition to their names please include a few sentences explaining what relevant information each witness may be able to provide. Please also provide any contact information you have for each witness. It is important to note at this juncture that while all parties are strongly encouraged to submit a list of requested witnesses, the Judicial Board has the authority to evaluate each request and to decide who will appear as a witness (J-Board Code, 4.J). The J-Board also assumes full responsibility for contacting all witnesses and you are asked not to contact any witnesses regarding this case. Additionally, if you have any evidence (emails, letters, and so on) that you would like to submit, please attach this evidence to your complaint. If there is evidence you do not have access to, but would like us to try and procure (CSO reports, academic history, and so on) please let the J- Board know at the earliest opportunity in order to provide the Board with as much time as possible in which to obtain such evidence. It is not your responsibility to try to obtain this evidence yourself.

V. "A statement of why informal mediation was unsuccessful or did not occur."

Informal mediation, as stated above, includes informal discussion as well as mediation with the assistance of a neutral third-party. The Judicial Boards believe that a sincere attempt at informal resolution is a strong prerequisite for submitting a complaint. There are of course exceptions to this. In some cases informal resolution is inappropriate or impossible, including violence, sexual

| that you understand and agree to keep confidential | your role in the judicial | process. | You are also |
|--|---------------------------|----------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |