

GUIDELINES FOR WITNESSES

COMMITTEE ON STANDARDS (COS) AND ORGANIZATIONAL
ADJUDICATION COMMITTEE (OAC) HEARINGS

General Expectations

We expect that as a witness you will...

- ◇ **cooperate** with the investigation.
- ◇ make yourself **available** to the Committee if they ask you to be a witness during the hearing.
- ◇ **participate objectively**. It is not your role to accuse or defend anyone.
- ◇ be **truthful and honest**. Share only what you *know* to have occurred. The Committee understands that you may not have an answer for every question.
- ◇ respect the privacy of those involved by **maintaining confidentiality** both before and after the hearing. You should not talk about the case with the students involved prior to the hearing. We also expect that you will refrain from speaking about the case with other witnesses, Committee members, friends, etc.

Providing a Statement

If you are asked to provide a statement, it can be in the form of a letter or an email addressed to Judicial Affairs. It will be shared with all participants prior to a hearing.

In some situations witnesses may have already given a statement to Safety and Security. If you have done so and have nothing to add, you may opt to use your original statement instead of writing a new one.

You can expect that the Judicial Affairs Office will...

- ◇ treat you with **respect**.
- ◇ make **reasonable accommodations** for your other time commitments and obligations.
- ◇ **answer** any questions you have about the process.
- ◇ **support** you either directly or by referring you to other resources including your Undergraduate Dean, Counseling Services, and Dick's House.
- ◇ be conscious of your **safety**. If at any point you feel unsafe or fear retaliation, we need to know. Safety and Security is always a resource to you.

Privacy of Responding Students

For privacy reasons, you may not know the full details of the allegation. The Committee will only ask you to discuss what you witnessed or experienced. You will not be notified of the outcome of a hearing.

How to Contact Judicial Affairs

Visit: 5 Rope Ferry Road, room 203
(Directly above Dick's House)

Call: 603-646-3482

Email: Judicial.Affairs@Dartmouth.edu

Website: <https://students.dartmouth.edu/judicial-affairs/>

Hearing Logistics

How do I know when to arrive?

Judicial Affairs will let you know what time we need you to appear as a witness.

Who else will be in the room?

- ◇ In a COS case, the panel includes 1 non-voting Chair, 2 faculty members, 1 college administrator, and 2 students.
- ◇ In an OAC case, the panel includes 1 non-voting Chair, 2 faculty members, 2 college administrators, and 3 students.
- ◇ The responding student(s) and their adviser(s).
- ◇ A member of the Judicial Affairs staff.
- ◇ In some hearings, the reporting person (ex. a faculty member in an honor principle case) is also present.
- ◇ Non-participating observers, requested by the participants, may also be present.

Where do I sit?

During the hearing, the Committee sits on one side of the table while the responding student(s) and their adviser sit on the other side of the table.

Witnesses are typically seated at the head of the table.

Personal Concerns

If you are uncomfortable participating for any reason, please contact Judicial Affairs to discuss your concerns.

You are also welcome to contact us prior to the hearing with any questions about the process. While we cannot share the outcome with you after the hearing, we can meet with you to discuss the hearing, your participation in the hearing, or any feedback you might have for our office.

What will happen when the Committee is ready for me?

The COS or OAC will read your statement carefully before the hearing. Your time with the Committee will be focused on questions. The hearing is a non-adversarial process that focuses on understanding what happened. You should feel comfortable asking for a question to be repeated or rephrased.

Only Committee members can ask questions of the witness. The responding student may suggest a question to the Chair but they cannot question the witness directly.

Witnesses will be dismissed from the hearing room once the Committee has no more questions for them.

Accessibility

If you wish to request disability-related accommodations, please contact the Judicial Affairs Office by phone at 603-646-3482 or by email at Judicial.Affairs@Dartmouth.edu.

Judicial Affairs Staff

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