

Agnes Scott's Mission and the Honor System

Agnes Scott College educates women to think deeply, live honorably and engage the intellectual and social challenges of their times.

The Honor System is an integral part of this mission. It is way of life that fosters the values of integrity, learning in community, personal responsibility and academic freedom. Judicial procedures create educational opportunities for students' understanding of these values. The Honor System is student-led and thus provides leadership opportunities for students to educate their peers about the values of the Honor System and work to reinforce it on campus. As stated in the Honor Pledge, the goal is for students, "To attain these ideals, I do therefore accept this Honor System as my way of life."

Honor Court

Oath of Office

"As a member (or as an officer) of the Honor Court of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Honor Court and of Agnes Scott, and will endeavor continually to bring them to full realization."

Honor Court: Overview

The dean of students is the adviser to Honor Court so that she may insure that procedures are followed. As adviser, the dean of students or her designated staff member has access to all information in Honor Court investigations and cases. The dean or her designee is also available to meet with the student if the student desires.

The minutes of Honor Court proceedings are to be kept confidential and cannot be used by students or any legal council. The minutes may be used by the Honor Court president when presenting a case to the Judicial Review Committee. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Honor Court or Judicial Review Committee proceeding. A student charged in an Honor Court violation may not withdraw from the college pending the outcome of the case.

Any member of Honor Court who has a personal interest or role in a potential or actual Honor Court case must recuse herself from the proceedings related to that particular case.

In the Fall semester of each academic year, the Honor Court and Judicial Review Committee will publish in *The Profile* a five-year history of the types of cases brought before Honor Court and the Judicial Review Committee, as well as judgments made and sanctions given by both bodies in their judicial capacities. The immediate past two years will not be included in the data. This report is not to establish precedent but to educate the community about the function of Honor Court and the role of the Judicial Review Committee in the judicial process.

Once elected, the members of Honor Court shall undergo judicial training. This is intended to help teach the members proper ways of directing questions and dealing with different issues in a case. Also the presidents of Honor Court and Judicial Board shall meet once a month to discuss procedures pertaining to their judicial bodies. This is intended to develop judicial consistency between the two groups.

Honor Court:

Areas of Primary Jurisdiction

1. Academic Dishonesty

Including but not limited to matters involving cheating, plagiarism, improper use of college computer resources, and violations of the ACADEMIC REGULATIONS published herein. STUDENTS ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH ACADEMIC REGULATIONS.

2. Stealing

Issues of theft of both tangible and intangible items; the latter include, but are not limited to:

a. Abuse of Telephone Access Code

It is the policy of the college's long distance service provider to prosecute anyone found guilty of abuse and/or fraudulent use of telephone services. This occurs when someone places a long distance call for free, pays less than they should, or causes another to be billed without authorization. Also, theft of authorization code numbers, hacking, tampering with, or making connection with any telephone service facility, including wiring, with intent to avoid payment are all very serious crimes, punishable by up to 5 years imprisonment and/or \$15,000 fine.

b. Fraudulent Use of another Person's Identification Card

All identification cards issued by Agnes Scott College are intended for the sole use of the person in whose name the card has been issued. Procuring another person's ID card with the intent to present oneself as that individual and thereby receive all of the rights, privileges and services available to that individual by virtue of the ID card is prohibited. In particular, use of another person's identification card to purchase or acquire food or other items on the owner's Agnes Scott account is considered theft and will be dealt with as such.

c. Duplication of College Software

Software owned by the college should be used in accordance with the copyright laws. Unauthorized copying of college-owned software or alteration of the contents of software diskettes is against the law and will be considered stealing.

3. Lying

Including but not limited to lying on official documents (e.g. forgery or deliberate false statements involving time cards, Residence Life documents, and/or any academic-related documents, etc.) and lying to any official of the college (including but not limited to members of the administration, staff, and faculty; public safety officers; SGA, Honor Court, and Judicial Board officers).

4. Violations of the Drug Policy

- a. Applies to the Drug Policy which appears under the STUDENT CONDUCT section in this Handbook which notes that sanctions for violation of the Drug Policy are recommended by the Honor Court.
- b. Although the Judicial Board has first responsibility for responding to violations of the Alcohol Policy (as published under the STUDENT CONDUCT section), and public safety or local authorities may also be involved, this provision regarding Honor Court jurisdiction is applicable for cases in which (1) the student is in serious violation of the alcohol policy and/or (2) a student has previously broken the alcohol policy.

5. Violent Behavior

Instances of acts, whether by word or deed, which may be generally considered violent behavior on the part of a student pursuant to the "Student Conduct" section of this Handbook should be referred to the Honor Court.

6. Improper Use of College Equipment and Computer Resources

- a. Involving matters related to all equipment belonging to the college, including but not limited to triggering fire alarms, unauthorized use of media resource center equipment, gratuitous operation of public safety call boxes, or after-hours use of dining hall machinery.
- b. The Court is also recognized as having jurisdiction in matters involving improper use of the college computer systems and other academic resources. This includes, but is not limited to hacking, spamming, or viewing confidential information using unauthorized methods.

7. Discrimination and Harassment

Students are encouraged to contact the dean of students regarding student-to-student discrimination or harassment. If a student who approaches the dean in this regard is not satisfied with attempts to assist her in resolution of the problem, she may refer the matter to Honor Court. The dean of students may also recommend that the issuer of the complaint be referred to Honor Court. The college's Policy on Discrimination and Harassment can be found under the section "Student Services Policies" in this handbook.

8. Breach of Confidentiality

Instances where a student divulges information considered to be confidential to a third party. This may include but is not limited to disclosing Honor Court or Judicial Board case information, divulging admissions information, divulging information regarding mediation between roommates, and sharing budget allocations information.

The Honor Court jurisdiction includes but is not limited to the above, as is specifically stated in Article IV, Section II.D.1 of the SGA Constitution. Students are advised that Honor Court is understood to have jurisdiction over certain social violations and may be involved in matters relating to residence hall procedures, including the breaking of Judicial Board punishments, and violations of the parietals policy, especially where an innocent student became involved.

The department of public safety or local authorities may have jurisdiction in addition to or instead of the Honor Court with regard to violations of law.

Questions regarding Honor Code interpretation and Honor Court jurisdiction should be referred to the president of the Honor Court or the dean of students.

ALL MEMBERS OF THE AGNES SCOTT COMMUNITY ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH THE INSTITUTION'S INFORMATION SYSTEMS RIGHTS AND RESPONSIBILITIES POLICY

Honor System Case Process

See supplemental Chart #1
– Honor Court Process & Procedures

Reporting Suspected Cases

A student who suspects that she has committed an honor violation should inform the president of Honor Court, a member of Honor Court or the vice president for student life/dean of students. A student who has been informed that another member of the community has observed her involvement in an alleged violation of the Honor System has 48 hours to contact the president of Honor Court, a member of Honor Court or the vice president for student life/dean of students. *A student reporting herself to Honor Court is not admitting responsibility for the alleged violation; she is recognizing that a member of the community feels that she has broken the Honor Code and is asking Honor Court to determine if she is responsible or not responsible for the alleged violation.*

Dual Responsibility

This concept is central to the Honor Code at Agnes Scott. Dual responsibility purports the following two things: personal responsibility and responsibility to the community. A member of the community who observes a student breaking the Honor Code has a responsibility to the campus community to approach her within one week of the observed behavior and ask that she report her possible violation to Honor Court. Should a student refuse to report her possible violation, the member of the community who observed the violation should report it to Honor Court.

The faculty and staff of Agnes Scott College, being members of the community, are also bound by dual responsibility and the Honor Code. Any student who observes a faculty or staff member violating the Honor Code may refer to the "Student Complaint Procedure" in the COLLEGE POLICIES ABOUT STUDENTS & STUDENT SERVICES section of the handbook or make an appointment with the vice president for student life/dean of students to discuss the violation.

Initial Meeting with Honor Court President

The student who is accused of a breach of the Honor System will meet with the president of Honor Court. The president will give the student a written copy of Honor Court procedures, her rights and the allegations. The president will also refer the accused student to information in the Student Handbook and ask the accused student to keep details of the case confidential when speaking to students outside of Honor Court. The accused student will also be informed at this time that she may not withdraw from Agnes Scott College while she is involved in an Honor Court case. The president of Honor Court will discuss the appointment of a student advocate from Honor Court. The accused student may also schedule a meeting with the vice president for student life/dean of students if she has any questions or concerns about her rights or Honor Court procedures. The accused student and her advocate have the following rights:

- To know who brought the charge(s)
- A list of the witnesses or people to be interviewed by the investigator (additional names can be added prior to the hearing)
- Access to all evidence used in the case, including all interview materials.

Appointment of an Investigator and an Advocate

An advocate and investigator will be assigned to each student's case by the president of Honor Court to investigate the alleged violation of the Honor Code. If schedules permit, the president of Honor Court will meet with the accused student before an advocate and investigator are appointed. If the schedules of the accused student and the Honor Court president do not allow for a timely meeting, the Honor Court president may assign an advocate and investigator prior to the accused student's meeting with the Honor Court president. Once assigned, the investigator will research and examine the facts and circumstances pertinent to the possible violation. The advocate will assist in these duties and will also be available to guide the accused student through the case process.

Faculty Liaison

In cases involving the faculty of Agnes Scott, a member of the Honor Court will be appointed as faculty liaison. The liaison will help guide the faculty member through the Honor Court case process and answer any questions the faculty member may have regarding the case, as well as keep them updated about any developments in the case.

Investigation

The investigator will research each case thoroughly before the student is charged and brought before the court. This investigation may include meetings with others connected to the case, e.g. the appropriate dean, professors, witnesses, etc. Both the investigator and the advocate must attend all meetings and the investigation may continue after the student has been charged. Each person who is interviewed must respect the confidentiality of the process and not discuss this case with other members of the community, with exception of the investigator, advocate, the president of Honor Court or the vice president for student life/dean of students or staff adviser to Honor Court. If the accused student would like to have any character witnesses from the Agnes Scott community, then she may contact them in order ask them to speak on her behalf. She must still notify the president of Honor Court of any character witnesses she may wish to call.

Evaluation of Evidence to Determine Whether a Case Is Warranted or Not Warranted

The investigator will report her findings to the Honor Court president who, in consultation with the vice president for

student life/dean of students or staff adviser to Honor Court, evaluates the evidence and determines whether a case is “warranted” or “not warranted”. If a case is not warranted, the president of Honor Court will write everyone who was interviewed and tell him or her that the case was dropped. The president will also remind everyone that the case should not be discussed further and that they may not act prejudicially toward this student.

If the case proceeds, the accused student will be given a written case statement prepared by the president of Honor Court detailing the specifics of the case, the witnesses and the charges being brought against the accused. The accused will have a minimum of 72 hours to prepare for her appearance before Honor Court. The student may, if she wishes, waive the time element and request an early hearing. The Honor Court must hear the case within 14 days of the student being given the written charges unless the college is not in session. The president of Honor Court will notify the accused student in writing of the date and time of the case.

Honor Court Hearing

The accused student and her advocate have the privilege of bringing to the Honor Court witness(es) who may contribute pertinent information to the case. The accused must notify the president of the Honor Court of the witnesses she wishes to call at least 48 hours before the case. It then becomes the responsibility of the president of Honor Court and the investigator to contact and question the witness(es). Once a witness has begun contact with the investigator, any discussion of information pertaining to the case must remain confidential. As with other college procedures neither the college nor any student shall have attorneys or legal representation at any judicial proceeding.

The Honor Court case will be closed to non-participants. Witnesses that are not a member of the Agnes Scott community can submit a statement to be read during the hearing. The accused student and her advocate may be present while the case is presented. The accuser will be invited to the hearing, but is not required to attend. Honor Court members may ask questions of any of the participants.

It is highly recommended that the student charged with a violation of the Honor Code present her case at the time designated by the Honor Court president. She should submit a prepared statement to be read at the meeting of the court whether she is present or absent.

All participants in the case, including the accused student, the advocate and the investigator, will be excused while the court deliberates. Witnesses may be recalled if the court wishes, but all participants must be present to hear any additional information.

Honor Court’s verdict in the case and any imposed sanctions shall be communicated in writing by the president of Honor Court and delivered either by electronic mail or by letter to the student’s mailbox within 24 hours of completion of the hearing. If the verdict is “responsible”, the written decision of Honor Court will also inform the student of her right to appeal any Honor Court decision to Judicial Review Committee or to the student body. The letter will direct her to refer to the “Honor Court Appeals” section of the Student Handbook for specific information on the appeal process and procedures.

Honor Court Hearing Procedures

- The president will call the meeting to order by asking the body to stand and recite the Honor Pledge.
- The president will remind everyone of the requirement of confidentiality and invite anyone to recuse herself who feels that she cannot hear the case objectively.
- The accused student will state whether she is "responsible" or "not responsible" for the alleged violations.
- The investigator will present the evidence; often asking the accuser to explain what happened if he or she is present at the hearing.
- The accused student will present her evidence and/or read her statement. Her advocate may assist her in this.
- The Court is given the opportunity to question all parties present at the hearing.
- The president will call witnesses who have information to add to the case one at a time to speak to the court. The accused student, advocate, accuser and investigator may question the witnesses. The Court will then be allowed to question the witnesses.
- The accused may invite up to three character witnesses to appear before the court. These witnesses must be

members of the Agnes Scott community. Their statements may be written or oral.

- The investigator and accused student will have a chance to make a final statement to the court.
- The accused student, advocate, accuser, investigator and witnesses will be asked to leave while the court deliberates.
- When Honor Court reaches a decision, the accused student, advocate, investigator, accuser, vice president for student life/dean of students will be notified of the court's decision within 24 hours of the hearing. They will be notified in writing or by electronic mail.

Verdict

Honor Court must have a quorum of eight members to vote. The president of Honor Court may be counted in the make-up of the quorum but only votes in the case of a tie. If a case must be heard and a quorum is not available from the regular Honor Court membership, then members of Judicial Board may be invited to hear the case in order to attain quorum.

The first vote taken by the court is to determine if the accused is "responsible" or "not responsible." This decision requires a simple majority vote. If a student is found not responsible, the accused student, accuser, advocate, investigator, and vice president for student life/dean of students are notified. This case can never be used against a student in other proceedings.

If a student is found "responsible" for her Honor Court case, any previous Honor Code violation records may be introduced as sanctions are considered. Sanctions are introduced as motions, must be voted on separately and will be decided by a simple majority vote except when discussing probations, suspensions or dismissals. There shall be no more than a total of three votes against (combinations of negative and abstentions) when voting to impose probations, suspensions or dismissals.

In cases where Honor Court imposes social probation, disciplinary probation, suspension or dismissal as the sanction against the student found to be "responsible," the president of Honor Court shall inform in writing the vice president for student life/dean of students and the registrar of the sanction. Judicial Review Committee will then review the case as indicated below to confirm or change the sanctions set by Honor Court.

When the sanction of social probation, disciplinary probation, suspension or dismissal for violation of social regulations is administered by the Honor Court, it shall be the duty of the Honor Court president to inform the Judicial Review Committee, which has the power to approve, disapprove, or modify the court's decision.

Social regulations are generally defined as those rules and policies which pertain to daily life at Agnes Scott outside the academic and/or classroom arena. Social regulations include but are not limited to theft, lying in non-academic matters, residence hall and building use violations, violation of the gun & knife policy, alcohol policy, drug policy, misuse of non-academic college facilities and resources, and discrimination and harassment issues.

When the sanction of social probation, disciplinary probation, suspension, or dismissal for violation of academic regulations is recommended, the decision shall be submitted to the Judicial Review Committee for review with subsequent approval, disapproval, or modification.

Academic regulations include but are not limited to those defined under ACADEMIC REGULATIONS section in this Handbook, lying in regard to academic matters, and theft or misuse of academic property or resources.

Minutes

Minutes from all cases shall be typed by the Secretary of Honor Court and submitted within 48 hours to the president of Honor Court, the vice president for student life/dean of students and the dean's designated staff member, who keeps permanent Honor Court records. When the decision of Honor Court involves a sanction of probation, suspension, or dismissal (see "Honor Court Sanctions," 5b-7), or any alternate sanction that affects grades, the Registrar will receive a copy of the minutes of the case as well. The minutes of Honor Court proceedings are kept confidential and cannot be used by students or legal counsel. The Honor Court president, when presenting a case to the Judicial Review Committee, may use the Honor Court minutes. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any Honor Court or Judicial Review Committee

proceeding.

Alternative Jurisdiction for Honor Violations

When the college is not in session and/or no quorum of Honor Court or Judicial Review Committee is present, the president of the college will consult with the dean of the college and/or the dean of students to form a sub-committee of Judicial Review to assume original jurisdiction for an alleged violation of the Honor Code. The president of the college or dean of the college or dean of students will appoint in equal numbers students, faculty and administrators who presently serve on Judicial Review or who have previously served on Judicial Review to the sub-committee. Any appeal of decisions reached by the sub-committee may be made to the president of the college who may hear it or wait to refer it to Judicial Review when a quorum can be constituted.

Honor Court Sanctions

The Honor Court judges offenses and gives sanctions. Possible sanctions for violations are as follows:

1. Warning File

If a student is found responsible for a violation of the Honor Code she will automatically be placed on active Warning File. The student will remain on active Warning File until one year after her graduation. If the student violates the Honor System or any other college rules and regulations during this active period, her previous case may be referred to as evidence for the necessity of more serious action. Following the duration of the active period, her record may be reviewed at Honor Court's discretion. Students will be notified when their names are placed on Warning File.

2. Restricted Privileges

a. Exam Privilege

For violation of exam procedure a student may lose the right to take exams when she pleases, but instead be required to schedule them with the office of the dean of the college and then adhere to this schedule.

b. Parietals

In some cases, Honor Court can remove a student's parietals as a penalty. The period of the restriction will be determined by Honor Court.

3. Plagiarism or Integrity Workshop

In the case of a plagiarism violation, Honor Court reserves the right to require the student to participate in a plagiarism or integrity workshop directed by a professor and/or others.

4. Educational Sanctions

Penalties imposed by Honor Court for discrimination or harassment may include the following educational sanctions if deemed appropriate to the offense:

- a. Having the student complete a self-evaluation form that would assist the student in understanding how her discriminatory attitudes were developed and reinforced.
- b. Having the student complete an evaluation form for Honor Court that would have the student express which aspects of the Honor Court penalty were beneficial and which aspects were not.
- c. Having the student read or watch and report to Honor Court on literature or a video presentation pertaining to discrimination.
- d. Having the student attend a particular program sponsored by the president's Committee on Community Diversity to be followed by a report to Honor Court.

5. Social Probation

During the period of probation the student is considered not to be in good standing with the college. No mark is placed on her transcript. However, a student receiving the sanction of social probation is prohibited from participating in any school-sponsored activities, which includes, but is not limited to holding any SGA position,

participation in any SGA club or organization's events and activities, participation in intramurals and participation in athletics.

6. Disciplinary Probation

During the period of probation the student is considered not to be in good standing with the college. A mark of disciplinary probation is placed on her transcript for the duration of the probation. If the student violates the Honor System or any other college rules and regulations during the active period of her probation, her previous case may be reviewed as evidence for the necessity of more serious action.

a. Disciplinary Probation for Violation of Social Regulations

Administered by the Honor Court, this penalty is given for major or flagrant violation of social regulations. Social regulations are defined in of Honor Court procedures in this Student Handbook. Judicial Review Committee is notified of the imposed sentence for subsequent approval, disapproval or change, and enforcement by the Committee.

b. Disciplinary Probation for Violation of Academic Regulations

Given for major or flagrant violation of academic regulations, this penalty is recommended to the Judicial Review Committee by the Honor Court for review with subsequent approval, disapproval or change, and enforcement by the Committee.

7. Suspension and Dismissal

For a serious violation of academic or social regulations, Honor Court may recommend suspension or dismissal. Suspension is made with a stipulated time of return when the student is automatically reinstated in good standing if she so desires. Dismissal is made without a time length for return, and readmission occurs only after the student has applied to the college again.

In cases of suspension or dismissal, the Honor Court must recommend this penalty to the Judicial Review Committee for review with subsequent approval, disapproval or modification, and enforcement by the Committee.

8. Other Sanctions

In cases where Honor Court feels that none of the above sanctions is appropriate, other disciplinary action may be taken. All such sanctions are subject to review by the Judicial Review Committee, with subsequent approval, disapproval or modification, and enforcement by the Committee.

Honor Court Appeals

See Inset Box #1,
Inset Box #2 & Chart #2
Honor Court Appeals

1. In the event the Honor Court determines that a student is "responsible" in the case that has been brought against her, the student must be informed of her right to appeal the decision. If she decides to do so, the student may appeal either:
 - a. the "responsible" verdict and penalty awarded to her, or
 - b. the penalty only.
2. A student may appeal a decision of any judiciary body only once and only to the next higher court. Declaration of intent to appeal must be made in writing to the presiding officer of the court whose decision is being appealed within 48 hours after being informed of that court's decision. The student shall also file a statement of intent to appeal with the appropriate appeal body within 72 hours after her case has been decided.
3. In appealing a case from the Honor Court, the student has two possible channels of appeal which she may choose to follow.
 - a. She may appeal to the student body, which will be called to judge her case.

b. She may appeal her case to the Judicial Review Committee.

4. Appeal to the student body must be made by notifying the president of the Student Government Association in writing of her intent to appeal. The president will then call the student body (Association) into session to consider the appeal. A majority of two-thirds of the students choosing to vote shall be required to censure or revoke a decision of an organization of the association. The student appealing is required to appear before the student body to present her case. See Inset Box #2 below for details on Appeals to the Association.

If a student chooses to appeal her case to the student body, she should realize that there will be an ensuing loss of privacy as Honor Court and the person(s) bringing charges against her also have the right to present their case to the student body at that time.

5. If the student appeals to the Judicial Review Committee, this committee shall follow the steps outlined in Inset Box #3 (Appeals to the Judicial Review Committee shown below).

If the student does not seek an appeal, the Judicial Review Committee will act on recommendations of Honor Court. The president of Honor Court will present the case. The student has the right to appear before the Committee to answer questions of its members and present her case. The judgment of the Judicial Review Committee is final. A list of Judicial Review Committee members and a summary of its functions appears in this JUDICIAL BODIES section of this Handbook.

Inset Box #1

Basis upon Which the Appeals Process is Structured

As the ASCSGA Constitution continues to be refined, it is necessary to rely on and refer to the previous SGA Constitution, which was effective through 1995-96, for guidelines, precedents, and procedures in certain matters important to the function of student government. The appeals process is one area which requires such deference.

The Right to Appeal

In the matter of appeals, the 1995-96 Constitution By-Laws, Article VIII, "Procedure for Appeals" states, in part:

A student may appeal a decision of any judiciary body once only to the next higher court.

The Student Body as Appellate Court

In the instance of an Honor Court appeal, the "next higher court" is the student's choice of either the Judicial Review Committee, by that committee's own definition, or the Association in the form of a called meeting of the student body. The role of the student body as an appellate court is founded in Article II, Section 2 of the former Constitution:

While the association shall delegate its power to the organizations [of the association], it shall retain the right to review and revoke the decisions of these organizations.

Time Frames

The 1995-96 Constitution By-Laws, Article VIII, "Procedure for Appeals" concludes with:

Declaration of the intention to appeal must be made to the presiding officer of the court whose decision is being appealed within 48 hours after being informed of the court's decision.

Article II, Section 3.C of the former Constitution corresponds almost verbatim with Article I, Section III.C of the current Constitution, except that it adds:

In order that a decision of an organization be censured or revoked, a petition must be presented to the president within 72 hours following the decision. The issue must then be posted one week before the vote.

Given the circumstances, "petition" in this instance has been taken to mean a written "request."

President of the Association – Duties & Powers

The president of the Association is empowered to call the Association into session once the request is received from the student who is appealing an Honor Court decision by virtue of Article I, Section III.A in the current Constitution:

The Association may be called into session by the president of the Student Government Association.

In addition, the president is "to preside over meetings of the association" as directed in Article II, Section II,1.c of the current Constitution.

Structure of the Meeting

Refer to Inset Box #2 for recommended procedures during the called meeting of the student body.

Inset Box #2

Appeals to the Association

To convene a meeting of the student body, the president of the Student Government Association follows the steps outlined in Article I, Section III, "Action of the Association," of the SGA Constitution, which are reprinted below.

Refer also to Inset Box #1 – Basis upon Which the Appeals Process Is Structured.

In addition, it is strongly recommended that the Association follow the procedures listed after the constitutional excerpt to ensure an organized and just appeal process for the student(s) involved.

Section III: Action of the Association

A. The Association may be called into session by a petition of 50 student signatures or by the president of the Student Government Association.

B. For the transaction of business, a quorum shall consist of one-fourth of all enrolled students.

C. Business shall be transacted by a simple majority. To censure or revoke a decision of an organization of the association, two-thirds vote by the students choosing to vote shall be required.

Recommended Procedures to Be Followed for a Meeting of the Association:

1. The president of the Association will set the date and time; it will be posted widely throughout the campus one week before the vote.

2. The president of the Association will chair the meeting.

3. The president of the Association will determine if a quorum is present. If a quorum is not present 15 minutes after the meeting is scheduled to begin, the president shall declare the meeting adjourned for lack of a quorum.

4. Once the presence of a quorum has been confirmed and the meeting has been officially convened, no one present may leave the meeting place. Students who arrive after the meeting has been called to order by the president of the Association will not be allowed inside the meeting room and will not be allowed to vote. It will be the responsibility of the Secretary of the Student Senate and her assigned agents on the Student Senate to make or record a reckoning of which enrolled students are in attendance for the meeting and may vote. This roll will be adhered to in the voting process.

5. The Secretary of Student Senate shall keep the official minutes of the meeting. It is strongly urged that the Secretary of the organization whose verdict is being appealed also take minutes for that organization's formal records.

6. The president of the organization whose decision is being appealed will present her case, and the student who is appealing the decision will present her case. Each side will have 15 minutes to present their respective cases. The president of the Association may extend only one time per side the presentation of cases by 10 minutes each. Five minutes for rebuttal will be allowed to each side.

7. A period of no more than 30 minutes total will be allowed for members of the student body to ask questions of and receive answers from both sides in the interest of clarification.

a. Members of the Agnes Scott College student body (Association) are the only people who may speak.

b. The president of SGA has the right to dismiss any person from attendance and the subsequent vote if that person is deemed disruptive; i.e., does not adhere to the rules of decorum and speak in turn as called upon.

8. Legal representation or other outside representatives are not allowed at the meeting.

9. The voting will be by secret ballot. The members of the Executive Board of the Association who are not directly involved in the case will count the votes and report them to the president of the Association while the student body is still convened. Only one vote is taken. A majority of two-thirds of the students choosing to vote shall be required to censure or revoke a decision of an organization of the association.

10. Upon receiving the results of the balloting, the president of the Association will inform the student who

requested the appeal of the outcome of the vote. The members of the student body assembled for the meeting will then be notified of the results by open announcement.

11. Following the close of the meeting, the Secretary of the Student Senate will make a formal written notice of the student body's decision to the appealing student, the organization whose decision was appealed, dean of students, dean of the college, director of academic advising, and president of the college. When the decision of the student body involves a penalty of probation, suspension, or dismissal (see "Honor Court Sanctions," 5b-7), or any alternate penalty which affects grades, the Registrar will receive a copy of the minutes of the meeting as well.

12. If the case before the student body was an appeal against an Honor Court decision, and the original verdict and penalty would have gone before the Judicial Review Committee for reconsideration (see "Honor Court Sanctions," 5b-7), then after the decision by the student body the case goes before Judicial Review Committee for final review. The Committee may ask any of the participants in the case to appear before them. The procedures in this review are the same as those outlined in the "Appeals to Judicial Review Committee" in Inset Box #3, steps 2 through 10, except that the president of the Association will present the issues raised at the student body meeting and the subsequent recommendation of the student body. Following this review, Judicial Review Committee has the right to approve, disapprove, or modify the verdict and/or penalty, and is responsible for enforcing its decision.

13. The judgment of the Judicial Review Committee is final.