WENTWORTH INSTITUTE OF TECHNOLOGY

Charges Responsibility Form

AJ Andreucci

Coordinator of Community Standards

ABOUT WENTWORTH

- Mid-Sized University in Boston, Massachusetts
- Part of the Colleges of the Fenway
- Mission Hill Neighborhood
- Cooperative Education Requirement
- Around 4,000 undergraduate students
- 50% Residential

CONDUCT NUMBERS

Ten Hearing Administrators

Responsible: 158

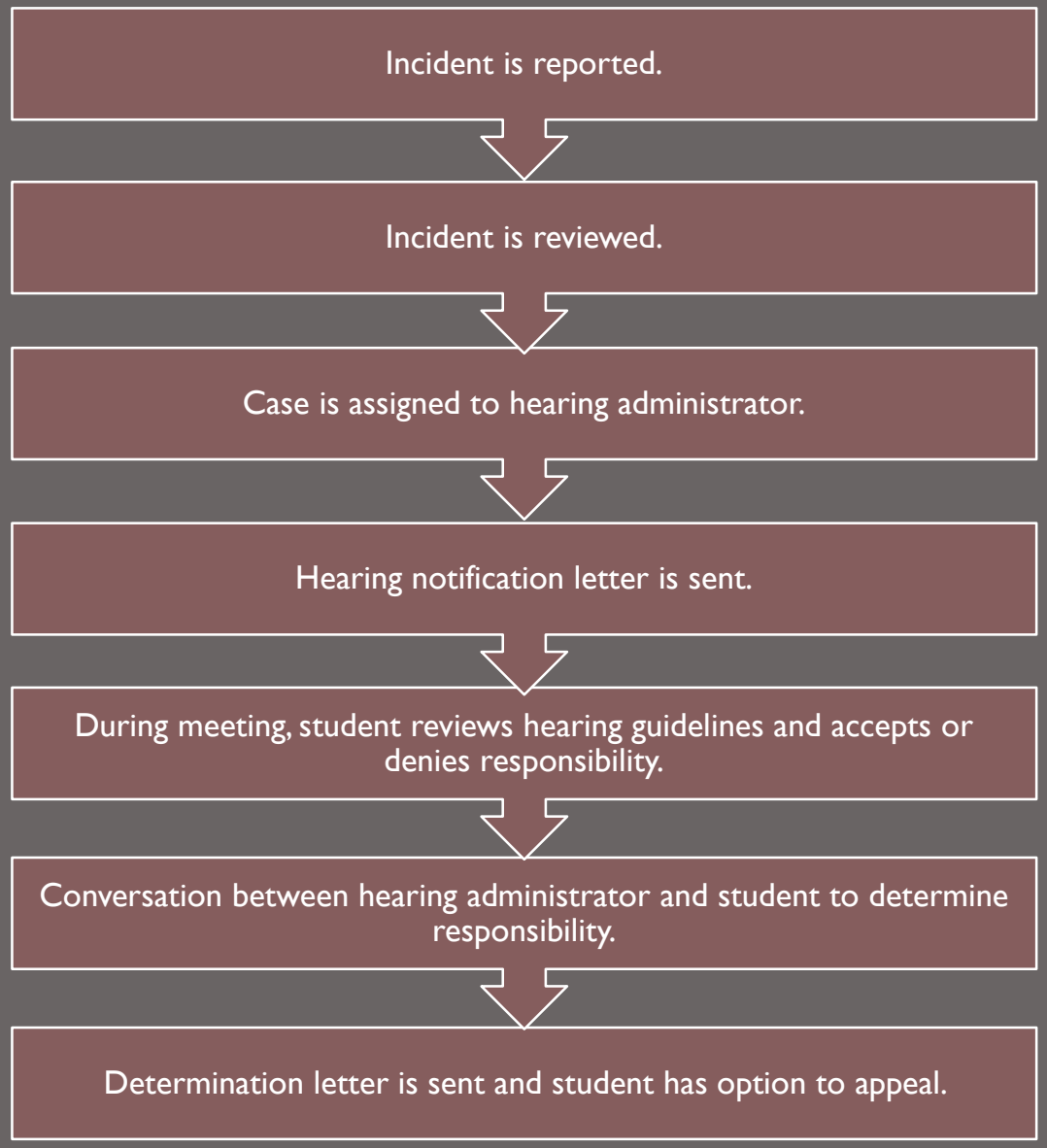
Not Responsible: 60

Currently Processing: 24

Closed: 20

Good Samaritan Incidents: 8

PROCESS


Incident is reported.
Incident is reviewed.
Case is assigned to hearing administrator.
Hearing notification letter is sent.
During meeting, student reviews hearing guidelines and accepts or denies responsibility.
Conversation between hearing administrator and student to determine responsibility.
Determination letter is sent and student has option to appeal.

DURING THE MEETING

- Other Actions → Enter Charges Responsibility Form
- We use iPads but any tablet, laptop will do.
- You can email the link to the student, we do this for phone hearings.
  - You can also add the link to your notification letter. We may do this during the summer.
- Don’t start the decision before the meeting, you will lose access to the form.

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Secure | https://wentworth-advocate.symplicity.com/index.php/pid420208?s=incident_current&mode=form&id=61aff1242ed3a54f0639902d701e0238

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Thursday, February 15, 2018 | 2:55 pm | AJ Andreucci, Staff | Logout | Available Sessions

- Home
- Calendar
- Announcements
- Students
- Student Groups
- Incident Reports
  - Current Reports
  - Archived Reports
  - Draft Reports
  - Legacy Reports
  - Sanctions
  - Incident Scores
- Security Reports
- CARE Network
- Title IX Manager
- Federal Reporting
- Case Referrals
- Reporting
- Analytics
- Locations
- Surveys
- System Settings
- Tools
- My Account

Users Online
- (2) Supervisor
- (1) Staff

Support

[redacted]

Search | Return To Previous Screen | Return To List (Current Reports)

Core Information | Summary 1 | Meetings 1 | Sanctions 0 | Letters 1 | Appeals 0 | Documents 0 | Notes 0 | Event Log | Access Rights

Pending Meeting | **Pending Decision** | Resolved Cases | Appeal | Closed

Possible Next Step:

Enter Decision

Use "Other Actions" for additional options.

Edit | Cancel | Other Actions

Incident Report

Sensitive	No
Date/Time of Incident	[redacted]
Location of Incident	[redacted]
Other Location	On-Campus
Additional Info	[redacted]
Category	Alcohol/Drug Policy
Students Involved	[redacted]
Was anyone cited by Boston Police?	No
Was alcohol involved?	No
Please describe the incident in detail.	[redacted]

Incident Report Info

Assigned To:	Chris Muchata
Submitted:	Wed, February 14, 2018, 7:07 pm
By:	[redacted]
Processed:	Thu, February 15, 2018, 10:10 am
By:	[redacted]
Modified:	Thu, February 15, 2018, 1:42 pm
By:	[redacted]

Incident Report Flags

Edit Flags

- Follow-Up Message Sent
- forward to da
- Forwarded to RJC
- Kent Case
- Memo Sent to Records
- Notification Sent
- Processing
- Student Notified
- Student Rescheduled

Add

Charge Information

Charges: Alcohol Policy/Hard Alcohol / Common Source

Edit Charge

Current Student Information

Preferred Name

Name

Age

Student ID

[redacted]

2:56 PM 2/15/2018

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Case Number:

[redacted]

Student Name:

[redacted]

Student ID:

[redacted]

Charges:

Alcohol Policy/Hard Alcohol / Common Source

Administrative Hearing Acknowledgement Form

Hearing Guidelines: Students who are charged with violations of the Student Code of Conduct are asked to review and understand the process outlined below. Since every matter is unique, the guidelines may be changed or modified as needed.

Please review the hearing guidelines provided by your hearing administrator. *

1. The Hearing Administrator will provide you with an opportunity to review information related to the incident.
2. The Hearing Administrator will meet with you and provide you with an opportunity to respond to the information and present any information or witnesses you wish. The rules of evidence applicable to civil and criminal cases do not apply and no recordings of the proceeding is made by you or the Hearing Administrator.
3. You have the right to a hearing support person. You need to notify the hearing administrator in writing at least 2 business days prior to a hearing with the name of the hearing support person. Attorneys are not permitted.
4. The Hearing Administrator may ask you questions during the meeting(s), seek additional information, make requests of you, or interview any person the Hearing Administrator deems necessary.
5. Based upon the preponderance of the evidence, the Hearing Administrator will make a decision as to whether or not a violation of the Student Code of Conduct has occurred. This means that the Hearing Administrator will determine if it is more likely than not that a violation has occurred. The Hearing Administrator has your full prior disciplinary record available to them to decide the level of sanction if you are found in violation of the Code of Conduct.
6. The Hearing Administrator will notify you of their findings and sanction(s), if any, in writing.
7. If you do not meet with the Hearing Administrator or comply with their requests, the Hearing Administrator makes a finding and sanction decision based upon the information available. In this case, you lose any right of appeal.
8. In cases where information is received, before or during the Hearing, that indicates an additional Student Code violation may have occurred, the Hearing Administrator will determine if it will be addressed during the meeting or in a separate hearing.

☐ Yes - I have read the full materials provided to me by the hearing officer

3:05 PM
2/15/2018

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☑ Yes - I have read the full materials provided to me by the hearing officer

Select one of the following options *

During the Administrative Hearing, the charged violations of the Student Code of Conduct, the Discipline Process and Guidelines for Hearings were discussed with me. I respond to the charges in the following way:

◉ I do accept responsibility for all the charges listed above and in my notification letter .
○ I do not accept responsibility for all the charges listed above and in my notification letter.

Your Signature *

NAME HERE

SUBMIT

8:10 AM
2/20/2018

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Secure https://wentworth-advocate.symplicity.com/utils/getChargesSignature.php/pid592998?p=I_HAAJM_P49TZkNhZ-h0Pw2PyxMLyJzEkfCVf3hnle56m9IjwPq3K_FvzB3jDdtc4RpSIWueYYf-Hu...
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- ○ I do accept responsibility for all the charges listed above and in my notification letter .
- ◉ I do not accept responsibility for all the charges listed above and in my notification letter.

Select one option *

- ○ I accept responsibility for the following charges only
- ○ I deny responsibility for all the violations listed in my notification letter

Your Signature *

NAME HERE

8:10 AM
2/20/2018

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- ◉ I do not accept responsibility for all the charges listed above and in my notification letter.

Select one option *

- ◉ I accept responsibility for the following charges only
- ○ I deny responsibility for all the violations listed in my notification letter

Please list the charge(s) you admit responsibility for violating

Your Signature *

NAME HERE

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8:11 AM
2/20/2018

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- ○ I do accept responsibility for all the charges listed above and in my notification letter .
- ◉ I do not accept responsibility for all the charges listed above and in my notification letter.

Select one option *

- ○ I accept responsibility for the following charges only
- ◉ I deny responsibility for all the violations listed in my notification letter

Your Signature *

NAME HERE

SUBMIT

8:12 AM
2/20/2018

Charges_Responsibility_Signature (4).pdf - Adobe Acrobat Reader DC
File Edit View Window Help
Home Tools 1802-10218.pdf Charges_Responsib... AJ
1 / 1 75%

Charges Responsibility Signature

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Case Number:
[redacted]

Student Name:
[redacted]

Student ID:
[redacted]

Charges:
Alcohol Policy/Underage Possession, Alcohol Policy/Public Intoxication

Administrative Hearing Acknowledgement Form

Please review the hearing guidelines provided by your hearing administrator.
Yes - I have read the full materials provided to me by the hearing officer

Select one of the following options
I do accept responsibility for all the charges listed above and in my notification letter .

Your Signature
[redacted]

Signed On
February 08, 2018, 10:09 AM

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Select File
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8:13 AM 2/20/2018

Tools → Forms → Charges Responsibility Form

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  - Templates
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  - Users / Groups
  - Forms
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  - Picklists
  - Help
  - Document Library
  - Eventlog
  - Import

Edit

Save Draft | Preview | Publish | Cancel | Add Fields | Add Section

How do I do this?

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- Yes - I have read the full materials provided to me by the hearing officer

1. The Hearing Administrator will provide you with an opportunity to review information related to t...

Read More

Select one of the following options *

- I accept responsibility.
- I do not accept responsibility and request a hearing.

During the Administrative Hearing, the charged violations of the Student Code of Conduct, the Disc...

Read More

Select one option *

- I accept responsibility for the following charges only
- I deny responsibility for all the violations listed in my notification letter

Add Blurb

Please list the charge(s) you admit responsibility for violating
(Custom Field)

Add Blurb

Your Signature *

Add Blurb

- Options For Your Signature
- Dependencies For Your Signature

Signed On

02-20-2018 | Select | Clear
12 | 00 | pm | Clear

Add Blurb

Related Forms

Form Versions

LOADED VERSION

Charges Responsibility Form (Current)
Last Saved September 29, 2017, 1:26 PM

OTHER VERSIONS

Charges Responsibility Form (Backup 0)
Last Saved September 29, 2017 01:26 pm

Charges Responsibility Form (Backup 1)
Last Saved September 22, 2017 12:10 pm

Charges Responsibility Form (Backup 2)
Last Saved September 22, 2017 12:08 pm

Charges Responsibility Form (Original)
Last Saved April 25, 2017 08:50 pm

ADVOCATE

Help Desk: 703-373-7035 (Mon-Fri. 9am-8pm EST)

8:30 AM
2/20/2018

LOCALIZATION

- System Modules → Localization
  - E-Signature – Charges
    - I Accept Responsibility → I do accept responsibility for all the charges listed above and in my notification letter.
    - I do not accept responsibility and request a hearing → I do not accept responsibility for all the charges listed above and in my notification letter.

BENEFITS

- Paperless process
  - In the past, we had students sign the form during the meeting after we reviewed it with them.
- Saves to the documents tab as a PDF.
- We have a document that states that the student reviewed all of our materials and what they have claimed for responsibility.

QUESTIONS