

Academic Honor Policy Hearing Procedures

Pre-Hearing Notes:

- Panel members review documentation related to the case, including The Academic Honor Policy. Please have the hearing packet available during the hearing and shred/delete it once the hearing has ended.
- No new documentation may be introduced during the hearing; both the instructor and the student received ample notice prior to the hearing to submit relevant evidence. Screen-capture recordings of assessment/exam behaviors and responses to panelists' questions are the only exceptions.
- Three questions and topics are off-limits: The student's GPA, private health information, and prior violations (or lack thereof) of the Academic Honor Policy.
- The student may bring an advisor but must speak for themselves during the hearing; the Facilitator will create a breakout room as requested. The student has the right to not answer questions.
- The hearing is recorded by the Office of Faculty Development and Advancement. This record serves as the official record of this proceeding. Any record conducted by another without the express knowledge and permission of all participants, whether video or image, could result in charges under the Student Conduct Code.
- The panel members will deliberate in private and their decision will be based on a preponderance of evidence. Typically, two sets of information will be presented. The panel will determine which set of information is most likely. See Black's Law Dictionary definition of preponderance of evidence (next page).
- A written report of the panel's findings will be addressed to the student, the instructor, the chair of the department, the associate dean of the student's school or college, and other departments, as necessary.
- This process is educational and non-adversarial in nature; character assassination and other derogatory comments are discouraged and will be managed by the Facilitator to ensure a respectful process.

Hearing Procedures:

1. Introductions by all attending the hearing.
2. Reading of the charge by Facilitator.
3. Brief statement regarding the nature of the class by the instructor, student statement (optional).
4. Presentation of information by the instructor, including invited witnesses, if any.
 - a. Panel members question instructor.
 - b. Student questions instructor (items not already asked by the panel).
5. Presentation of information by the student, including invited witnesses, if any.
 - a. Panel members question student.
 - b. Instructor questions student (items not already asked by the panel).
6. Summary of information by the instructor, including response to the student's presentation.
 - a. Panel asks instructor final questions.
7. Summary of information by the student, including responses to the instructor's presentation.
 - a. Panel asks student final question.
8. Instructor, student, advisor and witnesses are dismissed. Panel deliberates.

“Preponderance of the Evidence”

Black’s Law Dictionary, 7th Edition

Preponderance of the Evidence: The greater weight of the evidence; superior evidentiary weight that, though not sufficient to free the mind wholly from reasonable doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

This is the burden of proof for a civil trial, in which the jury is instructed to find for the party that, on the whole, has the stronger evidence, however slight the edge may be.