Student Guide to Presenting Honor Code Violations Sanctions-Only Hearing

General information
- You will be contacted via email by the Office of Academic Integrity with the date and time of the hearing. Hearings are scheduled around the student’s academic schedule provided by Banner.
- Hearings are held in room 4100 of SUB I unless otherwise specified. Please check your letter to confirm the location of your hearing.
- Sanctions-Only Honor Code hearings are heard by 3 members of the Honor Committee.
- Sanctions-Only Hearings typically last about 30 minutes since the student has accepted responsibility and is presenting information designed to indicated extenuating circumstances as to why a violation took place.
- The hearings are formal in nature, but they are not legal proceedings.
- All hearings are audio recorded. Deliberations are not recorded.
- Results of the hearing will be presented within the hearing. All parties must wait in the Office of Academic Integrity until the deliberation is over and the Honor Committee calls both parties back into the hearing room to read the outcome of the case. Sanctions from the hearing are not imposed until the appeal process is complete.

Role of Honor Committee advisor in the hearings:
- The role of the Honor Committee advisor (typically the Director of Academic Integrity) is to ensure that the hearing proceedings follow the stated guidelines, to answer procedural questions, to provide Honor Committee members with background information when necessary, to ensure the proceedings and deliberations are free of bias, and to assist the Honor Committee members in thinking through the evidence of the case when needed.
- The advisor does not have a voice or vote.
- The advisor does not offer an opinion with regard to students’ responsibility for the charges.

Verbal Testimony
- A student will be given 10-15 minutes to present his/her case.
- Remember, you already admitted responsibility and you are contesting the sanction
- It is important for you to deliver the following information during your testimony
  - Information as to why there are extenuating factors that led to the situation which would warrant a change in the sanction
  - Your recommendation of what sanction you should receive in the process

Character Letter
- You may have a professor, advisor or supervisor submit a letter in support of your character.

Order of the Hearing
1. Introductory remarks by the Hearing Chairperson
2. Signing of the Honesty Statement by all parties
3. Student presents case (10-15 minutes)
4. Questions are asked of the student (by the accused and Honor Committee members)
5. Closing remarks/responses to student testimony are given by the accuser
6. Closing remarks are given by the student
7. Deliberation by the Honor Committee members (all parties leave the hearing room)
8. The decision is announced by the Honor Committee members

- Notice of the result of the hearing is typically sent within one week of the hearing date.
- Students have the right to appeal the decision and sanctions, within seven (7) business days.
- All grade-related sanctions are recommendations to the course professor.
- All suspension and expulsion sanction recommendations must be approved by the Dean of Students.