ACADEMIC MISCONDUCT HEARING PROCEDURES

IMPORTANT REMINDERS APPLICABLE THROUGHOUT THE HEARING:

- Retain professionalism throughout the hearing
- Remain as neutral as possible
- Be aware of nonverbal communication (ex: nodding, smiling, etc.)
- Be familiar with the student code before going into the hearing
- Thoroughly review the packet materials prior to the hearing

GENERAL PROCEDURE OF THE HEARING:

- Pick up the packet materials prior to the hearing
- If you are not able to attend the hearing, notify Dr. Greg Heiser and the staff member who contacted you as soon as possible. Missing a hearing without an explanation is inexcusable.
- Familiarize yourself with the material
- The panel of two students and three professors enter the room
- The hearing officially begins when everyone is present in the room and door is shut
- Everyone in the room say their name on the record
- The chair asks the participants from both sides (student and professor) whether they would like to make challenges to anyone in the panel based on biases
- The professor and/or his attorney speak and present their case
- The student and/or council speak and present their case
- The panel asks any question from either the professor and/or the student – the panel has the right to ask questions throughout the hearing, not just the end
- If applicable, the witnesses come and speak on behalf of either side
- Closing statements are made
- The professor and student leave the room
- The panel deliberates and assigns a verdict and sanctions, if applicable
- The judgment of the panel is sent to the dean of the student’s respective college