

**Office of the Provost
Academic Integrity Hearing
Checklist for Hearing Preparation**

Overview:

As you prepare for your upcoming Academic Integrity Hearing, we recommend that you do the following:

_____ **Review case materials.** You have the right to review all case materials that will be presented during the hearing on this case in advance of the hearing. You will have access to these files within five (5) University working days of the Judicial Chair receiving the materials from the faculty member. Items are generally available via email, but may only be available in hard copy/in person depending on the type of media and file size. This includes, but is not limited to:

- All communication from the faculty member, chair and Dean, including all correspondence with you, and the charges listed against you. It is important for you to understand the charges against you so that you know how you'd like to respond.
- Any reports about the incident in question. It is important for you to understand the facts that are being presented against you so that you can adequately defend yourself.

_____ **Submit your statement and evidential* documents.** You will have five (5) University working days to submit a response and any corresponding evidence to the Judicial Chair based on the case materials. You must provide copies (either by email or hard copy) of any printed (letters, copies of emails, copies of pictures, signs, etc.) or electronic (voicemails, recordings) information that you will present during the hearing to the Judicial Chair no more than five (5) University working days prior after receiving the faculty member's statement and case materials. You may email this information to japintar@ysu.edu or drop it off in hard copy to 218 Tod Hall. Only this material will be considered at the hearing so please be thorough in your response.

- All communication from you submitted as a statement or evidence regarding the hearing will be sent to the faculty member, chair, and dean.
- *Evidential documents must be able to provide direct information about the incident in question or charges against you. We do not accept character references as these are not evidential documents.
- All communication originally sent from the faculty member, chair, and Dean as well as the statement and evidence that you provide will be sent to the Academic Grievance Committee for their review prior to the Academic Integrity Hearing. All of this information combined constitutes the Academic Integrity Packet.
- The Academic Grievance Committee has a minimum of three (3) University working days to review the Academic Integrity Packet before the hearing.

_____ **Review procedures for the Academic Integrity Hearing.** An overview of the hearing process, and your rights and responsibilities under *The Student Code of Conduct*, can be found at the following link. Be sure to read this thoroughly so that you know what to expect during the hearing. <http://cms.ysu.edu/administrative-offices/student-conduct/student-code-conduct> Article V focuses on Academic Dishonesty.

_____ **Identify potential witnesses (if applicable) and notify our office.** Meet with anyone whom you may ask to be a witness* on your behalf during the hearing and check with them as to what information they can provide. You must notify the Judicial Chair no less than two (2) University working days prior to the hearing about these witnesses.

- *A witness is an individual who can provide **direct** information about the incident in question or charges against you. We exclude character references from academic integrity proceedings.
- Email all witness information to japintar@ysu.edu. Include the name(s) and phone numbers(s) of the witnesses, along with a short summary of the information each witness will present.

- Please inform your witnesses of the start time, duration, and location of the student conduct hearing. We also encourage you to have your witnesses bring something to work on, as they may have to wait to be called into the hearing to provide their testimony.
- If a witness is not available in person, they may provide a written statement for consideration during the hearing. The statement must be signed by the witness, including their home address, Y#, phone number or other identifying information in the event that identity confirmation is necessary.

_____ **Prepare your statements and questions.** There are a few specific points during the hearing where you will need to provide a statement on your own behalf or where you will be able to ask questions of others involved in the hearing. Thus, you should be sure to prepare the following:

- Your response to the charges listed against you. You will either need to respond with “responsible” or “not responsible” for each of the charges.
- You will have the opportunity to make a statement about the incident and/or charges in the case. During this statement you need to provide all information that you’d like to present about your case. You can reference information that will be provided by any witnesses you are calling, and you can also present any documentation/evidence to the hearing panel at this time.
- You will have the opportunity to question the faculty member (person who filed the initial report) during the Academic Integrity Hearing.
- You will have the opportunity to question any witnesses who you decide to call, or who are called by the faculty member.
- At the end of the hearing, once all parties have presented their cases and all witnesses have testified, you will be given the opportunity to make a final statement, which must be no longer than three (3) minutes. This is the last opportunity that you will have to speak before the panel. The faculty member may also make final statements.

_____ **Choose an advisor (if applicable).** You have the right to be accompanied by an advisor of your choice during the hearing, though this is not required. This advisor may not speak or interact with the proceedings (ask questions aloud, redirect questions, answer on your behalf), but may give you advice in the form of written messages, or whispering consultation. Please see the attached document entitled “Student Advisor Guidelines” for further information about the role of an advisor.

_____ **Prepare your case.** You may meet with the Director of Student Outreach and Support, Ms. Kent-Strollo, prior to your hearing to help you prepare your case. You can schedule this meeting by calling 330.941.4721 or 330.717.2613.

Post-Hearing:

After the conclusion of the hearing and the issuance of a final resolution letter we recommend that you:

_____ **Review the findings.** Review all aspects of the resolution letter upon receipt to ensure that you understand it in its entirety. Follow through on any directives outlined in the resolution letter. If you have any questions or need clarification, please contact the Judicial Chair.

_____ **Determine if you’d like to submit a request for appeal.** You have the right to request an appeal of your case. An appeal is not a rehearing of the case, and must meet one of the procedural grounds for appeal outlined in *The Student Code of Conduct* Article V. Section A. 5i(1). Your appeal must be submitted by the close of business (5:00pm) within five (5) University working days of the decision of the original hearing.