

COMMITTEE HEARING PROCEDURES

OPENING THE MEETING

- State the date, time, charged party's name, charging party's name, and the nature of the alleged violation.
- Inform both the charged party and the charging party of the hearing procedures:
 - The proceedings will be recorded.
 - Both parties have the right to be present throughout the committee hearing.
 - Both parties will have the opportunity to present their account of the incident.
 - Both parties may be asked to answer additional questions and or provide further information as requested by the committee.
 - Both parties will be asked to step out of the room while the committee deliberates.
 - Both parties will be invited to return to the hearing room to hear the committee's decision and recommendation.
- Invite all participants—committee members, charged party, and charging party—to introduce themselves.

CHARGING PARTY STATEMENT

- Invite the charging party to present their account of the incident including:
 - Description of the alleged violation.
 - Explanation of any supporting documentation or evidence.
 - Rationale for the recommended sanction.
 - Address any questions posed by the committee members.

CHARGED PARTY STATEMENT

- Invite the charged party to respond to the allegation:
 - Share their perspective of the incident.
 - Address any questions posed by the faculty member

NEXT STEPS

- Ask charged party and charging party to step out of the hearing room.
- Conduct committee deliberations and vote on whether a violation occurred.
- A simple majority vote is required to sustain a finding.
- The Chairperson will cast a vote only in the event of a tie or if a faculty committee member is absent.
- Any committee member who wishes may submit a minority report.
- If the committee determines that a violation occurred, they will deliberate and decide on appropriate sanction(s).
- Document the committee's decision and any sanctions on the official outcome form.
- Ensure that all committee members sign the outcome form.
- Invite the charged party and charging party to return to the hearing room.
- Announce the committee's decision and recommendations to both parties.

SANCTION GUIDELINES

- Assignment sanction – student cannot withdraw but can GAP.
- F in course sanction – student cannot withdraw or GAP.
- Transcript notation can only be assigned with F in course.
- Transcript notation minimum is 2 semesters OR until graduation.
- Each party has 5 business days after receipt of outcome letter to appeal the decision.