



# PUT YOUR BEST PAW FORWARD

## Be Prepared for Your Student Academic Integrity Multiple Violation Hearing

No matter how nervous you feel, it's in your best interest to appear at any hearings held regarding your academic integrity. Remember, even if you don't show up and participate, the hearing can be held and sanctions can be imposed.

### Step 1: Prepare

Visit the Academic Integrity office to review your file with Katie Stinnett, so all the facts are fresh in your mind. You will see exactly what the hearing panel will see in preparation for your hearing.

Figure out what to wear to the hearing. We ask that you dress in business casual attire, so it's best to avoid clothes with text or logos. Many students feel stress and anxiety during their hearing, and some get emotional. If you feel this might be you, we recommend that you avoid mascara, or use the waterproof variety.

### Step 2: Attend

**The below information will explain the process of the hearing:**

1. Arrive 10-15 minutes early, and check in with Katie Stinnett in University Hall, Room 205. This is your last chance to ask any clarifying questions about this process.
2. You will then wait down the hall from the conference room on the 1<sup>st</sup> floor of University Hall until everyone on the panel has arrived and they are ready for the hearing to begin. This should be no more than 5 minutes after the scheduled start time.
3. When the panel is ready, the Co-Chair that is facilitating your hearing will come get you and bring you into the conference room.

4. You will sit at one end of the table, and Katie Stinnett will sit at the other end with panel members on each side. If you are nervous, you may speak too softly. Focus on speaking loud enough for Mrs. Stinnett to hear you; if she can hear you, everyone else should be able to.
5. The Co-Chair will explain why we are gathering, and everyone will take turns identifying whether they are a faculty member or a student. They are only required to identify their status, but some may give their name and department.
6. You will then have an opportunity to make a statement. This is **not** required, but making a statement may reduce the number of questions you are asked. This statement also gives you an opportunity to explain your actions. Most statements are 3-5 minutes long, and the student explains each of their violations and the circumstances leading up to them.
7. After your statement, the panel will ask questions. If you notice that several panel members are asking similar questions, that might mean that there is a communication issue. Make certain you listen closely to what is asked and answer that specific questions. For example, if you ask someone if they had lunch today and they say they love hotdogs, you still don't know if they ate lunch today. They might have had hotdogs for lunch, but you don't know for sure based on their answer.
8. When there seems to be a lull in the questioning, the Co-Chair or Katie Stinnett will ask if there are any other questions. If there are, the questioning proceeds. If there are not, the Co-Chair will ask if you have any final statement to make. In their final statement, some students
  - a. Thank the panel for their time
  - b. Share more information if they don't feel that they were asked the questions they wanted to answer
  - c. Apologize

Other students don't say anything. You are **not** required to make a final statement.

9. At this point, you are free to leave, and the panel members will remain to discuss your case and the sanctions you have already received. Then, they will decide if additional sanctions are warranted. If a majority decides that additional sanctions are not warranted, the panel leaves. If a majority decides that additional sanctions are warranted, the panel remains to discuss what sanction(s) to impose. Once a majority agrees, they are free to go.

## Step 3: Breathe

After the hearing, the Co-Chair and Katie Stinnett will send you a letter informing you of the hearing's outcome. Waiting on the letter may be difficult, but take some deep breaths. If you've followed these instructions and put your best paw forward, you have done what you can to represent yourself well at your hearing.