

*Academic Integrity Board
Multiple Hearing Procedure*

1. Tape recorded is turned on.
2. Each participant announces his/her name and relationship to the hearing. In the room should be:
 - Coordinator of Student Conduct Program or designee (serves as facilitator)
 - Hearing Officer(s)
 - Student(s) accused
 - Complainant
3. The charges are read.
4. The complainant makes an initial statement, providing any material evidence that he/she may want to introduce (providing the accused student has had the opportunity to view that evidence in advance) which applies to all students involved..
 - Witnesses on behalf of the complainant are called in individually to testify.
 - Questions may be asked of the complainant/witnesses by anyone participating in the hearing – including the student accused – following the initial presentation. This presentation is given uninterrupted.
5. Each student involved makes an initial presentation, individually. Each student may be individually questioned by hearing officer(s). Other students charged do not enter until such time that material evidence or witnesses they are calling are introduced.
 - Witnesses on behalf of the accused are called in individually to testify.
 - Questions may be asked of the accused/witnesses by anyone participating in the hearing – including the complainant– following the initial presentation. This presentation is given uninterrupted.
6. A period of time in which questions may be raised by all parties shall follow.
7. Closing statement given by the complainant.
8. Closing statement given by the student(s) accused.
9. The Hearing Officer(s) clarifies any questions he/she/they may have prior to adjourning all parties involved.
10. Within three class days of the hearing, the Hearing Officers(s) will announce findings. Sanctions, when appropriate, will be delivered in writing to the charged student.