

ACADEMIC HONESTY COMMITTEE

Procedures

The hearings of the Academic Honesty Committee are conducted in a businesslike manner but without undue formality. While the charge of academic dishonesty and violation of the Student Academic Honesty Code is a serious matter, the committee has no desire to make participants feel uncomfortable at the hearing.

The hearing will generally be held in Samford Hall. The professor and student will wait outside the room where the hearing is held until called to appear before the committee.

1. The hearings of the committee will be closed with only the parties, their advisors, and committee members present; witnesses may be present for questioning as appropriate.

Each party shall have the right to present witnesses and evidence at a hearing and to be present during the presentation of other witnesses and evidence;

Although the parties may be accompanied by an advisor, each party is responsible for presenting his or her own information, and therefore, advisors are not permitted to participate directly in the hearing.

2. The faculty member chairperson, two additional faculty members and two student members will constitute a quorum.

3. At the beginning of the meeting, and prior to the appearance of the professor and student before the committee, committee members will review the relevant documents and materials relating to the case.

4. The professor and the student will then appear before the committee to be informed of the procedure – including the fact that the general proceedings will be recorded and that both parties have the right to be present throughout the committee hearing.

5. The professor will then present his/her evidence before the committee and answer the questions of committee members.

6. The student will then present his/her case and answer questions.

7. The professor or the student may be asked to answer additional questions and to provide other information that the committee may require.

8. While the professor and the student wait outside the hearing room, the committee will deliberate and reach a decision sustaining either the professor's charge or absolving the student. A recommendation of sanction(s) will be made to the Provost and Vice President for Academic Affairs. The determination of sanction(s) to be recommended is the sole prerogative of the committee.

9. A simple majority vote will sustain a finding.

10. The chairperson will vote in the event of a tie.

11. A committee member may submit a minority report should he wish to do so.

12. The professor and the student will return to the hearing room to hear the committee's decision and recommendation.