

TIPS FOR THE STUDENT IN AN ACADEMIC INTEGRITY HEARING

This information is provided to help you prepare for the hearing before the OSU Academic Integrity Panel. The information is supplemental to the Code of Conduct which details the process. You should read the Code thoroughly. Direct any questions about the process to the Academic Integrity Coordinator located in the Office of Academic Affairs.

Remember that the hearing is an administrative hearing, not a court of law. Therefore, formal rules of evidence are not applicable to any part of the hearing. The process is designed to be non-adversarial.

The Hearing Panel's objective is to determine the facts of this case, to make a determination to the standard of "more likely than not" that a violation of University regulations did occur, and if so, to determine a sanction or sanctions.

As you prepare for the case, keep in mind the following:

1. Take the process seriously and prepare carefully.
2. Tell the truth. You are expected to represent yourself truthfully and accurately at all times. Providing false representations to the University in any form, written or verbal, is listed as a violation of University regulations.
3. You can have an advisor accompany you during the hearing. The advisor cannot speak or serve as a witness, but s/he can help you prepare for the case by reviewing the charges against you, help you think of questions to ask, take notes during the hearing, and help you keep calm and in control.
4. If you wish to make an opening statement it should be a general overview of what you plan to present to the Hearing Panel. Usually two to three minutes is sufficient for this. The Hearing Panel chair will set the time allocated for opening statements at the beginning of the hearing. If you did engage in the violation of academic integrity, you may wish to state this up front and then speak to mitigating factors of which the instructor may not have been aware.
5. The next phase is when you present witnesses and documents or statements to support your position to the Hearing Panel. Be prepared to state approximately how much time you need to present your case.

If you present written evidence and statements, they must be signed and dated by the author and submitted to the **Office of Academic Affairs** at least 12 hours prior to the hearing so that copies can be made and distributed to the instructor. Fact witnesses are individuals who have direct knowledge of the incident or situation related to the incident. Character witnesses on your behalf are not needed.

6. Prior to the hearing, you may examine any documentary evidence that will be presented at the hearing during regular business hours. Read these documents carefully and write down questions you may want to ask of witnesses at the hearing. As you review the documents, look for missing information, inconsistencies in statements, gaps in time that are not explained, etc.
7. The closing statement is a summary of the relevant facts and findings from your point of view. If you did commit the violation, you may wish to comment on what you have learned and suggest an appropriate sanction to the Hearing Panel.
8. Make eye contact with the Hearing Panel members when you address them or they address you. They are not the enemy. They have been charged with the task of sorting through the information presented and then arriving at a decision. Do not allow yourself to become defensive or argumentative with Hearing Panel members.
9. When presenting or questioning a witness, open-ended questions usually draw out more information. Closed questions usually result in one-word responses. Badgering a witness will not be allowed.
10. Please contact the Academic Integrity Coordinator if you have questions about the hearing process and how to prepare.