

The ACC Hearing Procedure for Academic Violations

1. After receiving a charge and in advance of the hearing, a Dean's designee from the Conduct Council will contact involved parties concerning the hearing and the process to be followed.
2. An Associate Academic Dean or designee will schedule an ACC Hearing, typically occurring no sooner than 24 hours but no longer than ten business days after the student is sent written notification of the charges.
3. Persons who must be available at the time of an ACC Hearing include the members of the Council: two students and one faculty member; the Associate Academic Dean's designee; the respondent; and the faculty member(s) unless the right to be present is waived in writing before the scheduled hearing. An optional Support Person for either party to the case may also be present. All members of the ACC Hearing will participate in the consensus in responding to the charges. The hearing will not be open to the community.
4. An ACC Hearing is not a court of law and does not adhere to rules of procedure or evidence followed in a state or federal courtroom. An ACC Hearing determination shall be based on the preponderance of the evidence: whether it is more likely than not that the respondent violated the academic policy.
5. The Dean's designee from Academic Conduct Council convenes and conducts the hearing and has the authority to decide on procedural issues and questions and to dismiss disruptive persons from the proceedings.
6. After introductions of persons present, the hearing begins with the designated convener of the ACC reading the charges. The convener, the faculty member, and the respondent may make brief opening statements. The respondent may choose not to speak at any point during the hearing.
7. Witnesses and evidence may be presented, first by the faculty member and then by the respondent. If the faculty member has waived their right to attend, another Dean's designee from the Conduct Council will present the evidence. Any member of the Council may ask questions, as may the faculty member or respondent. All relevant evidence will be admissible as determined by the designated convener, who will resolve any questions related to admissibility.
8. The faculty member or Dean's designee from the Conduct Council presenting the complaint and the respondent may make final personal statements.
9. The ACC will then deliberate privately to consider whether the respondent is responsible for a violation. If the respondent is found responsible, the ACC then deliberates to determine what sanction(s) is appropriate.
10. The Dean or designee will explain what sanctions usually apply to an infraction to encourage the application of similar sanctions for similar infractions.
11. A student's academic conduct history will be considered during the sanction phase of a hearing.
12. ACC may choose one or several among all available sanctions and may also design a specific sanction for a particular infraction.
13. Immediately after ACC reaches a decision, the convener will notify the student and faculty member of the results in the presence of the ACC. Parties to the case will receive a written and/or electronic statement of the decision, including information about the appeals process, within three business days of the decision. Students will be directed to pick up the final letter and sign for it at the Office of the Provost.