

## Chairperson Responsibilities for Academic Appeals Committee

### **I. Call to Order**

### **II. Introduce Attendees**

- A. \_\_\_\_\_; Committee Chair
- B. Committee Members:
  - \_\_\_\_\_, Faculty
  - \_\_\_\_\_, Faculty
  - \_\_\_\_\_, Graduate Student
  - \_\_\_\_\_, Graduate Student
- C. [Student], Appellant or [Program Rep], Complainant
- D. [Program Rep], Respondent or [Student] Respondent
- E. [Advisors]
- F. \_\_\_\_\_, Associate General Counsel, will provide the Committee with guidance on substantive law and procedural matters
- G. \_\_\_\_\_ is the Assistant to \_\_\_\_\_ and the coordinator of this hearing. She will tape record and keep time for the hearing.

### **III. Explanation of Purpose**

The hearing is part of the formal appeal process as outlined the Student Code, Policy 6-400(V).

The purpose of the hearing is to consider and evaluate evidence supporting and rebutting the appeal filed by [Student] or the complaint filed by [Program]. The standard that this Committee must apply is to determine by a preponderance of the evidence (at least 51%) whether [Student] committed plagiarism [cheated, etc.] as alleged by the \_\_\_\_\_ Program. At the conclusion of the hearing, the Committee will make its findings and recommendations and convey those recommendations in writing to the dean of the college and to the parties.

### **IV. Explanation of Timing**

Each party has a total of one hour in which to present evidence. It is recommended that [Student or Complainant/Program] spend 45 minutes on his initial presentation and 15 minutes for rebuttal after the presentation of the [Program or Student] (which may take up to 1 hour for its presentation) The Hearing Coordinator will keep track of the time limits and inform parties of the minutes available.

There will be a 10-15 minute break following the presentations of the parties. Following the break, the Committee may have some questions for the parties. At the conclusion of the hearing, all parties will be excused and the Committee will deliberate in private. The Committee will prepare its written decision as quickly as possible following the hearing.

## **V. Explanation of Process**

Parties are required to speak for themselves. Advisors are welcome to attend but are **not permitted to participate in the hearing.**

Witnesses must wait outside the hearing room until called to testify. When parties are ready to introduce a witness, they should inform the Chair and the Hearing Coordinator will escort the witness into the room.

Cross examination of one party by the other and questioning of another party's witnesses will be conducted through the Committee Chair. The Chair will ask the party or witness to answer all proper questions. The parties shall not communicate directly to each other about the complaint.

Panel members are permitted to ask questions at any time. Questions by the Committee will not be counted against the allotted time given to both parties.

Parties are reminded to speak in appropriate volume and clarity to facilitate an adequate taped record of the proceedings.

## **VI. Proposed Agenda**

1. [Student or Complaint Program] testimony, evidence, and witnesses.
2. Respondent testimony, evidence and witnesses.
3. Appellant/Complainant rebuttal.
4. Suggested Rest Break.
5. Committee follow-up questions and clarification.
6. Parties excused.
7. Committee deliberations.
8. Preparation of written decision.