

**KSU Honor & Integrity System
HONOR COUNCIL HEARING PANEL SCRIPT
CASE 2007/2008 # _____**

I) Introductions

A) Turn on tape recorder

This begins the meeting of the Kansas State University Honor Council Hearing Panel. The time is _____ .m. on _____, _____, 2008.

B) An Honor & Integrity System hearing is an educational opportunity for all the participants. In adhering to the Honor System's underlying motto, hearing panelists uphold academic integrity, aid student moral reasoning development through questioning and reflection, and provide an example for students who are later confronted with the demands of citizenship. All students will be treated with dignity, thus reflecting the Honor System's commitment to the student development perspective.

K-State faculty and students have certain rights and responsibilities, simply by being a part of the university community. This concept of community is central to our belief in the importance of honorable behavior for oneself and for the community as a whole. Honorable behavior translates into actions in work and learning that are truthful and above reproach.

Members of the Honor Council have been selected by the Student Body President, Deans of the Colleges, the Dean of Student Life, and the Associate Dean of Diversity. Members are approved either by the Student Senate, the Faculty Senate President, and/or the Provost.

C) The Student members present today are:

_____, _____ from the College of _____;
_____, _____ from the College of _____; and
_____, _____ from the College of _____.

D) The Faculty members present today are:

_____, _____ from the College of _____; and
_____, _____ from the College of _____.

E) My name is _____, _____ from the College of _____. My role is to chair the Hearing Panel.

F) This is Case #___ from the academic year of 2007/2008.

G) The Reporter of the alleged violation of the Honor Pledge is _____, _____ in the Department of _____.

H) The Alleged Violator of the Honor Pledge is _____, _____ from the College of _____. Present also is _____, Honor and Integrity Peer Educator, who will serve as Advisor to _____. The Advisor knows not to address the Hearing Panel directly unless asked to do so by the Chair.

I) **The Case Investigators, also members of the Honor Council, are:**
_____, _____ from the College of _____; and
_____, _____ from the College of _____.

J) **Also present is Dr. David Allen, Honor & Integrity System Director, Dr. Camilla Roberts, Honor & Integrity System Assistant Director, and Bethany Ewing, Administrative Assistant for the Honor & Integrity System.**

II) Acknowledgement of report

A) Alleged violations are read aloud
_____, you are alleged by _____ to have engaged in
_____. **Do you understand the allegation?**

^Alleged Violator responds.

B) Alleged Violator acknowledgement:

You will now be given the opportunity to admit or deny the allegation. Whether you admit or deny the allegation, the hearing panel will hear information from all participants.

_____, do you admit or deny _____?
_____?

^Alleged Violator responds.

C) The Chair repeats to reaffirm the plea.

You have admitted (or denied) the allegation. The Hearing Panel now has the opportunity to hear information from the participants.

III) Presentation of the case.

A) Case Investigator(s)–After the acknowledgement, say . . .

Case Investigator(s), what information do you wish to present to the Hearing Panel?

*Case Investigator(s) respond with information, etc.

The Hearing Panel may ask questions of the Case Investigator(s).

The Reporter may ask questions of the Case Investigator(s).

The Alleged Violator may ask questions of the Case Investigator(s).

B) Reporter(s) _____, as the reporter for Case #___ do you have any additional information to share or anything you would like to say, clarify or emphasize which will help the Hearing Panel to fully understand this case?

*Reporter(s) responds with information, etc.

The Hearing Panel may ask questions of _____.
The Alleged Violator may ask questions of _____.

C) Alleged Violator(s) _____, you now have the opportunity to address the hearing panel. You received a letter from the Director notifying you of the alleged Honor Pledge violation. You were requested to make an appointment with Dr. Roberts, Assistant Director of the Honor & Integrity System, so you could review the violation report. You were also requested to read materials on the Honor web home page. Did you follow all of these directions?

^Alleged Violator responds.

Do you wish to add, clarify, or say anything to the Hearing Panel which will help us fully understand your case?

^Alleged violator(s) responds with any information, etc.

The Hearing Panel may ask questions of _____.
The Reporter may ask questions _____.

D) Presentation of Witnesses

At this time all participants may introduce witnesses. Please remember that all witnesses and all questions for the witnesses must be in direct relation to the question of whether or not the Honor Pledge has been violated in this case.

_____, as Case Investigators do you have any witnesses to present at this time?

^Case Investigators respond and if applicable present witnesses.

_____, as a witness in this case, what information do you have to present at this time?

The Hearing Panel may ask questions of the witness.

The Reporter may ask questions witness.

The Alleged Violator may ask questions witness.

_____, as Reporter do you have any witnesses to present at this time?

^Reporter responds and if applicable present witnesses.

_____, as a witness in this case, what information do you have to present at this time?

The Hearing Panel may ask questions of the witness.

The Alleged Violator may ask questions witness.

_____, as Alleged Violator do you have any witnesses to present at this time?

^Alleged Violator responds and if applicable present witnesses.

_____, as a witness in this case, what information do you have to present at this time?

The Hearing Panel may ask questions of the witness.

The Reporter may ask questions witness.

E) Rebuttal

Do the Case Investigators have anything further to add or clarify?

Does the Reporter have anything further to add or clarify?

E) Concluding Statement

_____, **you may now make a closing statement to the Hearing Panel.**

^The Alleged Violator makes a closing statement to the Hearing Panel.

IV) Deliberation

A) Introduction

The Hearing Panel will now meet in closed session to deliberate on this case. You will be recalled once the Hearing Panel has reached a decision.

*Turn off the tape recorder.

B) The Hearing Panel meets in closed session to deliberate the case.

The Hearing Panel should decide on the validity of the allegations. The Hearing Panel needs to determine whether an Honor Pledge Violation occurred.

C) No Violation

If there is a finding of no violation, the Alleged Violator(s) should be recalled, notified of the decision, and dismissed. If the Hearing Panel decides that there is not an Honor Pledge violation in a case where a faculty member has imposed a sanction, the Hearing Panel should request that the Director be called in to consult regarding the options available.

During deliberation, only the Hearing Panel Chair may consult with the Director.

If appropriate, members of the Hearing Panel may include a comment or observation while presenting their decision.

V) Notification of Decision

A) The Alleged Violator(s) should be called in.

*Turn the tape recorder on.

B) If the decision was a finding of no violation, read this:

The Hearing Panel has discussed your case and has determined that sufficient information does not exist to find you in violation of the Honor Pledge. You will be notified in writing of this decision within three class days of the close of this hearing.

OR

If the decision was a finding of violation, read this:

The Hearing Panel has discussed your case and has determined that sufficient information does exist to find you in violation of the Honor Pledge. Read specific allegations: _____, you have been found to be responsible for an Honor Pledge violation in _____ (_____) during fall 2007 semester.

Then continue with:

As a result of this finding the sanction of _____ given by _____ will be upheld.

Our decision was made consistent with the Honor System Constitution and Investigation and Adjudication Procedures. You will be notified in writing of this decision within three class days of the close of this hearing. You may appeal this decision only on the basis of substantial new information or procedural irregularities as stated in Article V of the Investigation and Adjudication Procedures of the Honor System.

I will remind all participants not to discuss the content or the results of this Honor Council Hearing Panel with anyone outside this room. The results of this hearing are to remain confidential.

Thank you all for your participation, as well as helping to uphold academic integrity at Kansas State University.

VI) Present Results to Honor & Integrity System Director

**Kansas State University Honor & Integrity System
Honor Council
Hearing Panel Results
Case #2007/2008-__**

Date of Hearing: _____, 2008

Time of Hearing: ____:00 __.m.

Location: Director's Conference Room, K-State Student Union

Hearing Panel:

Chair: _____, _____ from the College of _____;

Student: _____, _____ from the College of _____;

Student: _____, _____ from the College of _____;

Student: _____, _____ from the College of _____;

Faculty: _____, _____ from the College of _____;

Faculty: _____, _____ from the College of _____.

Reporter:

_____, _____ from the Department of _____

Violation: _____, is alleged to have to have engaged in _____

_____.

Investigators:

_____, _____ from the College of _____

_____, _____ from the College of _____

HIPE Advisor:

Decision of the Hearing Panel: Not Responsible _____

Responsible _____

Sanction: _____

Chair Signature: _____