



OFFICE OF STUDENT CONDUCT & COMMUNITY EXPECTATIONS

ACADEMIC INTEGRITY CONFERENCE SCRIPT

NOTES:

- *The Academic Dishonesty Conference will be chaired by the Conduct Officer.
- *The other members of the conference will include a faculty member and student member from the UCOD.
- *The faculty member(s) bringing the charges will be present.
- *Other individuals may be called to give testimony. They will not be present in the room except when called.

The accused student will be present and may bring a University Friend.

STAGE 1 - INTRODUCTION

TURN ON RECORDER

Conduct Officer: This meeting is being held to resolve an alleged case of academic dishonesty. Would every one please introduce themselves for the record?

Conduct Officer: We are here to resolve charges of academic dishonesty against (STUDENT NAME). Prior to this conference (STUDENT NAME) has taken responsibility for the following charges and requested that this matter be resolved via this conference in lieu of a full hearing. The Lehigh University Code of Conduct charges the members of this panel with the following:

- i. Affirm or deny the students claim of responsibility.
- ii. Determine appropriate sanctions for the student involved.
- iii. Educate the student on issues related to academic integrity.

I will now read the charges in to the record:

(READ CHARGES)

Conduct Officer (to accused): (Student Name) do you accept responsibility for these charges and accept this meeting as the means to resolving this incident? (Student should respond with YES. If they respond with NO, the meeting is over and a full hearing before the UCOD must be scheduled). I will now read the Lehigh University Honesty Statement:

You have been accused of violating the Lehigh University Code of Conduct and therefore, are not required to answer any questions that are asked of you at any disciplinary proceedings. However, any information you choose to provide must be true and correct. If you intentionally provide false or misleading information to the hearing panel, you will be in violation of the Lehigh University "Expectations of Conduct" and additional charges may be filed against you. Additionally a pattern of lying or fabrication will be considered by the hearing panel/conduct officer when imposing sanctions in this case.

Conduct Officer (to accused): Do you agree to abide by this statement?

(Student Responds)

Conduct Officer (to accused): You now have the right to make an opening statement concerning this incident. We will not interrupt this statement but may question you later on its contents.

(Student Makes Statement)

STAGE II - INFORMATION GATHERING

Conduct Officer: We will now begin gathering information by asking the faculty member(s) who brought the case forward any questions that we need answered.

Conduct Officer (to accused): Do you have any questions for the faculty member(s)?

If there are other witnesses they should be called in one at a time. If they are students, the Honesty Statement will be read to them by the conduct officer:

Lehigh University expects that all information presented will be true, complete, and correct. If you intentionally provide false or misleading information to the hearing panel, you will be in violation of the Lehigh University “Expectations of Conduct”; specifically: Expectation IV. “Respect for the Lehigh University Community”. You are subject to disciplinary action for providing false information. A pattern of lying or fabricating information by the respondent may be considered when sanctions are being imposed.

Conduct Officer (to witness): Do you understand and agree to abide by this statement?

Witness responds and questioning begins. After the panel questions the witness, the accused student will be given the opportunity to ask questions

These steps will be repeated for other witnesses

Conduct Officer (to accused): We will now question you. Please remember that you do not have to answer any questions you do not wish to answer.

Panel questions accused

Conduct Officer (to accused): Is there anything else you would like to add or any final statement you would like to make?

Accused makes statement or brings forward any other information.

Conduct Officer: Does anyone else have anything to add at this time?

Conduct Officer: At this point I will ask everyone but the members of the panel to clear the room. Prof(s) thank you for your involvement you will be notified via campus mail concerning the outcome of this case.

STAGE IV - CONFIRMATION OF PLEA / REVIEW OF PAST CONDUCT RECORD

TURN RECORDER OFF

The panel will confirm the student's plea of responsible and write a detailed statement as to what the student did wrong and how the student should correct their behavior in the future. *(If they cannot confirm this the student should be called back in and the matter referred to a UCOD hearing)*

The accused student will then be called back into the room.

TURN RECORDER ON

Conduct Officer (to accused): This panel has confirmed your plea of responsible and prepared the following statement for you:

(Statement Read)

Conduct Officer (to accused): Do you have anything to say in response to the statement?

Conduct Officer (to accused): At this point we will review your past conduct record, if any.

The student's disciplinary history will be read into the record.

Conduct Officer (to accused): At this time you make a statement prior to sanctions being developed and imposed.

Conduct Officer (to accused): Thank you, please wait outside.

TURN RECORDER OFF

STAGE V - SANCTIONS AND CLOSING

The panel will then develop appropriate sanctions and a detailed rationale for those sanctions.

The student will then be called back into the room.

TURN RECORDER ON

Conduct Officer (to accused student): The panel has imposed the following sanctions (Read Sanctions and rationale). You retain the right to appeal this decision as outlined in the Lehigh University Code of Conduct. Please contact the Office of Student Conduct for assistance in preparing an appeal.