



OFFICE OF STUDENT CONDUCT & COMMUNITY EXPECTATIONS

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**PRE-CONFERENCE INTERVIEW CHECKLIST**  
**Academic Integrity Conference**

The student has been accused of a violation of the Lehigh University Code of Conduct related to Academic Integrity. The student has elected to plead responsible and have these charges resolved via an Academic Integrity Conference. This meeting is being held to ensure that the accused student understands his/her rights and responsibilities as outlined in the Code of Conduct, and to help him/her prepare for the conference.

\_\_\_\_\_ Has the student received a notification of the charges; a notification of the date, time, and location of the conference; and a packet of materials related to this case?

\_\_\_\_\_ Review the specific pending charges and review the packet of materials in depth.

\_\_\_\_\_ **CONFIRM THE STUDENT'S PLEA OF RESPONSIBILITY**

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**Accused students are entitled to be treated with fundamental fairness. A more detailed explanation of fundamental fairness is available in Article V, Sec. II of the Code of Conduct.**

\_\_\_\_\_ **Students are presumed to be “not responsible”** The student has plead responsible to the charge, but can withdraw from the proceedings at any time and request a hearing at which they will be presume to be not responsible.

\_\_\_\_\_ **Notification of Charges.** Accused students are entitled to written notification of any charges brought against them and an outline of the disciplinary procedures. If additional charges are brought, a further written notice must be sent.

\_\_\_\_\_ **Notification of Conference.** Students are entitled to know the date, time, and location of the conference at least seven (7) days prior to the conference

\_\_\_\_\_ **Advisory Assistance.** Accused students are entitled to advisory assistance by any member of the University community (current students, faculty, and staff, provided he/she is not an attorney). ***It is the responsibility of the student to secure advisory assistance.***

\_\_\_\_\_ **Right to be heard.** Accused students shall have the right to hear all testimony, present relevant information on their own behalf, ask questions of witnesses, and ask questions of anyone present at the conference. ***Students may not bring character witnesses but may submit written character statements.***

\_\_\_\_\_ **Challenge of panel members.** Accused students shall have the right to challenge the presence of hearing body members for reasons such as a personal bias towards a participant or a preformed judgment in the particular case.

\_\_\_\_\_ **Refuse to answer any question or make a statement.** Accused students are not required to make statements or answer questions.

\_\_\_\_\_ **Withholding of past record.** the past disciplinary records of accused students will not be disclosed until after a responsibility is confirmed.

\_\_\_\_\_ **Admission of relevant evidence.** Evidence is admissible when, in the opinion of the majority of the panel, it is shown to be relevant to the factual issues of the case. The panel shall determine the relevance and admissibility of all testimony, whether proposed or actual. Evidence obtained by a search of a student's person or property shall be admissible, if that search was conducted by university officials while acting in accordance with their duties.

(over)

## **PRE-CONFERENCE INTERVIEW CHECKLIST**

### **Individuals – Page 2**

\_\_\_\_\_ **Closed Conferences.** Generally, all conferences will be closed to the public. An accused student may request that a conference be opened. This request must be in writing and be presented to the Conduct Officer three days prior to the conference. They will be reviewed by the Conduct Officer, in consultation with the panel. The Conduct Officer shall either grant or deny the request. If a request for an open conference is granted, the panel may order the removal of any individual not directly involved in the case at any time, and may close the conference to the public at any time. Witnesses will not be permitted to be present at an open conference except when they are giving testimony.

\_\_\_\_\_ **Review Conference Script with accused student.**

\_\_\_\_\_ **Review all possible outcomes (sanctions) with accused student (Art. VI)**

\_\_\_\_\_ **Review Appeals Process with accused student (Art. IX)**

**YES or NO Does this student plan on calling any witnesses?**

**YES or NO Does this student have any reason to challenge any member of the conference panel?**

**YES or NO Does this student have any past disciplinary record?**

\_\_\_\_\_ **Review Responsibilities of Students**

#### **RESPONSIBILITIES OF STUDENTS (ARTICLE V. Section I)**

##### ***I. Responsibilities of Individual Students***

- A. As stated in Article II, Section I.H, students are responsible for knowing and adhering to the expectations outlined in the Code of Conduct.
- B. Students are responsible for cooperating with the University in investigations of violations of the Code of Conduct.
- C. Students are responsible for appearing before a hearing panel when called to do so and providing truthful and complete information to hearing panels and/or the Conduct Officer when asked. Students, who have been accused of violating the Code of Conduct, have the right not to answer questions.

**By signing this document I acknowledge that the material on this form was explained to me in detail, and that I was given the opportunity to ask questions concerning the Lehigh University Code of Conduct, the hearing process, and any other matter relevant to this case.**

**Pre-Hearing Interview Conducted by:** \_\_\_\_\_

**Accused Student (Name):** \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
**Accused Student (signature)**

\_\_\_\_\_  
**Date**