**Honor Council Review Board Hearing Template**

Introduction (*Chair reads following*)

An Honor and Integrity System Case Review Board Hearing is an educational opportunity for all the participants. In adhering to the Honor and Integrity System’s underlying motto, board members uphold academic integrity, aid student moral reasoning development through questioning and reflection and ensure a fair process for students to contest an alleged Violation Report.

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. All individuals will be treated with dignity during this process. Please do not discuss the content of this meeting with anyone outside this room. This information is to remain confidential.

*Chair briefly outlines structure of Hearing and answers any procedural related questions*

Reporter states his/her side of case. Describe Violation Report. Can call witnesses if desired.

AV states his/her side of case. Describe AV report. Can call witnesses if desired.

Reporter and AV ask each other questions.

CRB asks questions throughout.

Reporter makes closing statement.

AV makes closing statement.

Hearing adjourns. Decision made immediately after Hearing or later if needed. Decision will be communicate to Dr. Starrett. Dr. Starrett will communicate decision to AV and Reporter.

Notes.

* CRB chair ensures questions stay focused on specific situation and not on character or integrity of AV or Reporter, or other situations not in Violation Report. Also ensures Advisors do not directly speak to the CRB. Advisors are there only for AV and/or Reporter to consult with.
* Almost 99% of cases are Option 1 type cases. This means CRB only considering if AV is responsible or not. CRB has no authority over sanction, that is up to the Reporter. Dr. Starrett will consult CRBs with Option 2 cases.
* Hearings are to be held in Honor and Integrity System Conference Room, 001 Wildcat Landing, 1800 Claflin Road. 785-532-2595.