**Honor and Integrity System**

**Contested Case I&A Process and Case Review Board Guidelines**

* Director requests volunteers from Honor Council to serve as Case Review Board members (CRB), 1 faculty/staff and 2 students
* Director appoints CRB members for case (CRB self determines Chair for case)
* CRB consults with Director as needed
* CRB reviews materials on KSOL (Violation report, AV written report)
* CRB meets to discuss case, develop questions for AV and Reporter
* CRB hosts a conference with Reporter and AV (consider using doodle.com meeting time schedule to determine best time to meet)
* All email/phone communications between Reporter, AV and CRB through CRB Chair (or approved by Chair)
  + Meeting audio recorded
  + Follow template for meeting, no case specific script
    - Introduction (i.e., process, confidentiality)
    - Reporter states his/her side of case
    - AV states his/her side of case
    - Reporter and AV ask each other questions
    - CRB asks questions
    - Conference adjourns
  + CRB 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 ensuring Advisors are not outspoken with CRB.
* CRB concludes investigation within 1 week of conference
* CRB meets to make a decision (may follow conference)
  + CRB completes and signs CRB Decision Form, provides to Director
  + CRB communicates to Director key reasons for decision (short email or verbal conversation)
* Director sends official letter about decision and oversees implementation of decision

We strive to complete investigation and adjudication process within 3 weeks from time CRB formed. Director can approve more time if required.