

UNIVERSITY COMMITTEE ON DISCIPLINE - YEAR END REPORT 2023-2024

The University Committee on Discipline: The University Committee on Discipline is responsible for hearing cases to determine student or organization accountability for violations of this Code of Conduct in a manner that ensures fundamental fairness, and to assign sanctions in cases where responsibility is determined. (Article X, Part 1, D.1)

Committee Members:

Gordon Moskowitz	CAS
Timm Wrase	CAS
Mengxiao Liu	COB
Eugene Perevalov	AT LARGE
Si Tang	AT LARGE
Danny Zane	AT LARGE
Leo Tang	COB
Esther Lindström	COEd
Minyi Dennis	COEd
John Fox	RCEAS
TBA	RCEAS
Vinod Namboodiri	HEALTH
Kathryn Jackson	HEALTH

No chair was elected from the members for 2023-2024, but will be for 2024-2025. The role of the chair is not required for this committee except to serve on Judicial Review which has not met this year.

Cases by Hearing Type (August 1, 2024 - April 1, 2024)

University Committee on Discipline Hearings - 46

Academic Integrity Conferences - 4

Pending - 3

Anticipated - 15+ (this is the number of cases that required hearings that we usually receive during and after final exams)

Each of our hearings have one faculty member on them, and nearly all of the members have been able to serve on at least one hearing. All of the members have been willing to serve, but schedules have not worked out.

The Committee has resolved cases ranging from academic dishonesty to significant hazing cases and has resolved them with care for our community and the individuals that make up our community.

The Office of Student Conduct & Community Expectations has managed over 500 cases not including the cases resolved by the University Committee on Discipline.

Other Information:

Assistant Dean of Students, Devore McIntosh is now the Director of the Office of Student Conduct & Community expectations.

Next academic year we will begin reviewing the entire Code of Conduct to see if there is a need for a total revision.

Attached are scripts for three types of hearings that the University Committee on Discipline uses:

UCOD Hearings

Academic Integrity Conferences

Sanctions Only Hearings



OFFICE OF STUDENT CONDUCT & COMMUNITY EXPECTATIONS

UNIVERSITY COMMITTEE ON DISCIPLINE
Hearing Script**NOTES:**

- A quorum of three is necessary.
 - The Chairperson of the committee will be a faculty member and will be responsible for leading the process.
 - The Office of Student Conduct will have a “hearing officer” present to ensure that the process is followed properly.
 - All witnesses will wait outside the hearing room until called by the case officer.
 - Portions in **RED** are to be read by the chairperson.
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STAGE 1 - INTRODUCTORY STAGE

CASE OFFICER reads the following:
(Tape recorder does not need to be on):

This hearing is to determine whether the accused student is responsible for the listed violations of the University Code of Conduct. The University community has developed this fundamentally fair process to provide a forum for matters like this to be resolved.

We begin by making sure that all the involved people are aware of their rights and responsibilities, and that the accused is aware of the charges in this case. The accused is asked to enter a plea on each charge and then is given the opportunity to make a statement.

We then move into the information seeking stage. First, any witnesses called forth by the University are questioned by the panel, then by the accused.

In Stage 3, the accused can then make a statement and the accused’s witnesses, if any, are called and questioned by the accused and then by the panel.

In Stage 4, the accused is then questioned by the committee. The accused does not have to answer any questions.

In Stage 5, any witnesses that were notified previously are recalled and questioned. *In academic integrity cases, we always recall the professor involved and summarize the student’s testimony.*

In Stage 6, the accused can make a final statement and the hearing room is cleared.

In private session, the board determines whether the accused is *responsible or not responsible* based on a preponderance of the evidence. The accused is then informed of the determination.

If responsible, the judicial case officer will review all past judicial matters in which the student was found responsible. Then the student makes a statement. The room is cleared and a decision on sanctions and rationale are developed by the committee. This determination is read to the accused. The accused is reminded of the appeals process.

TURN RECORDING DEVICE ON

CASE OFFICER: *Would everyone please introduce themselves and explain their function at this hearing?*

AT THIS POINT THE CASE OFFICER MAY DECIDE TO CALL ALL WITNESSES IN AT ONE TIME TO REVIEW THE HONESTY STATEMENT. PLEASE ASK THE HEARING OFFICER FOR ASSISTANCE.

CASE OFFICER: *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.*

** Do you understand this statement?*

** Did you receive notification of the charges against you?*

** Did you have a pre-hearing interview with a member of the Dean of Students Office?*

** Do you understand your rights and responsibilities as outlined in the Lehigh University Code of Conduct?*

If the accused student answers “NO” to any of these questions, the hearing officer will make a reasonable attempt to rectify this situation.

CASE OFFICER: *You have been accused of the following charges related to the incident described below. Please enter a plea of “responsible” or “not responsible” to each charge.*

The Chairperson will read the narrative and charges making sure to note the pleas that are entered by the accused.

You make now make a statement that we will not question until later in the hearing.

STAGE 2 - INFORMATION SEEKING PART 1

The first witness brought forward by the University will be brought into the room. They will be read one of the following statements depending on their status:

STUDENT WITNESSES: *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.*

FACULTY/STAFF: *The Office of Student Conduct has called you to provide information related to a student conduct matter. The University expects that all the information you provide will be true and correct.*

The committee will begin by questioning the witness. When the committee has completed its questioning, the accused will be given a chance to question the witness. After ensuring that there are no more immediate questions, the chairperson will ask the following:

CASE OFFICER: *Is there any reason this witness needs to be recalled.*
(In cases of academic integrity violations the professor is always recalled)

If the witness needs to be recalled, they will be instructed to wait outside and not discuss the case with anyone.

This process will be repeated for each witness that the University has called.

STAGE 3 - ACCUSED'S PRESENTATION

CASE OFFICER: *You may now make a statement that will not be questioned until later in the hearing.*

The first witness brought forward by the accused will be brought into the room. They will be read one of the following statements depending on their status:

STUDENT WITNESSES: 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.

FACULTY/STAFF: The Office of Student Conduct has called you to provide information related to a student conduct matter. The University expects that all the information you provide will be true and correct.

The accused will begin by questioning the witness. When the accused has completed his or her questioning, the committee will be given a chance to question the witness. After ensuring that there are no more immediate questions, the chairperson will ask the following:

CASE OFFICER: *Is there any reason this witness needs to be recalled.*

If the witness needs to be recalled, they will be instructed to wait outside and not discuss the case with anyone.

This process will be repeated for each witness that the University has called.

STAGE 4 - QUESTIONING OF THE ACCUSED

CASE OFFICER: *We will now begin questioning you. You are reminded that you do not have to answer any questions, but you are still bound by the honesty statement that you were read at the beginning of this hearing.*

The committee questions the accused.

STAGE 5 - RECALLED WITNESSES

If there are witnesses to be recalled, they will be recalled at this time. The witness will be questioned first by whoever chose to recall them (the Committee or the accused)

In cases involving academic integrity violations, the professor who brought the case forward will be recalled first and given a brief summary of the testimony that was given. After that summary, the committee and the accused will be able to question the professor. In cases such as this, the committee will begin the questioning.

STAGE 6 - FINAL STATEMENT

CASE OFFICER: *You may now make a final statement that will not be questioned.*

The student will be permitted to make a statement.

CASE OFFICER: *The accused student is now dismissed while we deliberate each of the charges separately.*

The accused and the case officer and any other persons present who are not members of the University Committee on Discipline will be asked to wait outside until the Committee calls them back in.

TURN RECORDING DEVICE OFF**STAGE 7 - DELIBERATION**

The committee will now review each charge individually and determine, using the standard of “preponderance of evidence”, if the accused is responsible for any of the charges.

The Committee will recall the “hearing officer” and the accused student and their “university friend” to the room.

TURN RECORDING DEVICE ON

CHAIRPERSON: *You were charged with violations of the Code of Conduct related to the following incident (READS NARRATIVE)*

I will now read the charges, your plea and our finding.

(CHARGE) You pled (PLEA) We found you (FINDING)

This will be repeated for each charge.

The rationale for our finding is : (RATIONALE)

If the student is found not responsible for all charges, then the hearing is over. If the student has been found responsible, the hearing will continue.

STAGE 8 - SANCTIONS

The hearing officer will review any previous incidents in which the student was found responsible for violations of the Code of Conduct.

CASE OFFICER: *You may now make a statement prior to the committee determining sanctions.*

THE COMMITTEE MAY ASK QUESTIONS CONCERNING THE PAST CONDUCT OR THE STUDENT’S FINAL STATEMENTS BUT THE STUDENT IS NOT REQUIRED TO ANSWER.

TURN RECORDING DEVICE OFF

The hearing officer will give the Committee a list of similar cases and how they were resolved in the past.

The room will then be cleared of everyone except the Committee members.

The Committee will determine sanctions and an appropriate rationale for the sanctions imposed.

The Committee will recall the “hearing officer” and the accused student and their “university friend” to the room.

TURN RECORDING DEVICE ON

CHAIRPERSON: *We have assigned the following sanctions in this case with the below rationale. You have the right to appeal this decision. Please contact the Office of Student Conduct immediately following this hearing for information regarding the appeals process.*

This hearing is concluded.

TURN RECORDING DEVICE OFF

HEARING ENDS



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.



OFFICE OF STUDENT CONDUCT & COMMUNITY EXPECTATIONS

SANCTIONS ONLY HEARING SCRIPT

NOTES:

- *The Sanctions Only Hearing will be chaired by a conduct officer.
- *The panel will be made up of one student, one faculty member, and one other UCOD member.
- *The conduct officer will be responsible for presenting the facts of the case and any prior conduct history.
- * 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 determine sanctions for a violation of the Lehigh University Code of Conduct. Would every one please introduce themselves for the record?

Conduct Officer: We are here to determine sanctions for (STUDENT NAME). Prior to this conference (STUDENT NAME) has taken responsibility for the following charges and requested that a panel be convened to impose sanctions.

I will now read the charges and narrative of this case 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 have sanctions imposed? (Student should respond with YES. If they respond with NO, the meeting is over and a hearing must be scheduled).

I will now read the Lehigh University Honesty Statement:

You have plead responsible to violating the Lehigh University Code of Conduct and asked this panel to impose sanctions. You, 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: *I will now present the information from the case. Including the student's past disciplinary record.*

Conduct Officer: *Do the panel members have any questions? Does the accused student have any questions?.*

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? Do you have any character witness statements to share with the panel?*

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.*

STAGE III - DELIBERATION ON SANCTIONS

TURN RECORDER OFF

The panel will determine the appropriate sanctions for this case. The panel is NOT empowered to review the plea of responsible. The panel will also provide a detailed rationale for the sanctions imposed.

The panel is permitted to consult with the Conduct Officer when imposing sanctions.

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

TURN RECORDER ON

Conduct Officer (to accused): *This panel has imposed the following sanctions and rationale:*

Sanctions and Rationale read.

Conduct Officer (to accused): *You retain the right to appeal as outlined in the Code of Conduct. Please contact the Office of Student Conduct & Community Expectations*

HEARING ENDS