

Preparing for an Academic Integrity Hearing

- Read the Academic Integrity Policy & Procedures: <http://offices.depaul.edu/oaafaculty-resources/teaching/academic-integrity/for-students/Pages/default.aspx>
- If you are going to ask your DePaul advisor/faculty/staff member to accompany you for support, ask several weeks in advance to ensure their availability. Also, email academicintegrity@depaul.edu and give the person's name and contact information.
- Plan ahead. Know the date, time and place for the hearing. Be on time. The email with this information comes from academicintegrity@depaul.edu. If unsure, email academicintegrity@depaul.edu, in advance.
- Dress nicely. Business casual or interview attire. It's important to take the hearing seriously.
- Prepare notes a few days before the hearing so nothing is forgotten. Once the hearing ends, additional evidence is not allowed.
- Bring copies of relevant documents. If the documents were emailed, bring extra copies.
- Bring any e-mails, letters, phone records/messages, text messages and/or building security records that can explain what happened.
- Bring any class information that is relevant (syllabus, all versions of assignments).
- Highlight the important parts of the documents.
- Know every detail of what happened from your point of view. Be honest and specific.
- Have a positive attitude. If the violation is accurate; accept responsibility for it. This can go a long way towards the final outcome of your case.