

Associate Deans: Hearing Board Referral Procedures

Referral submission

1. **Complete a Hearing Board Referral Form** to refer for instances of repeat offenses or egregious offenses warranting administrative sanctions beyond or outside of classroom sanctions.
2. **Communicate the referral to the student** using the appropriate Hearing Board Referral Template.
 - a. Student has 3 days to respond/request a review. In the event that compelling evidence convinces you to withdraw the Hearing Board Referral, document this decision in an email to the student.

Statement submission

1. Submit a written statement summarizing the case academicintegrity@nau.edu. This statement will be shared with the hearing board members prior to the hearing.
 - a. Confer with the department chair and any faculty involved to gather all details of any related incidents and/or the overall case.
 - b. Attach any additional local documentation to the statement.

At the hearing

1. Be familiar with the details of the case to the extent that you can support the proposed sanction in your verbal statement to the hearing board as well answer any questions the hearing board might have.