

Role of an Adviser

You may have an adviser with you at your fact finding meeting. An adviser may be:

- A parent, guardian or family member
- A social worker
- A student advocate
- A faculty or staff member
- A friend
- An attorney

However, if you choose to have an adviser present, they are not permitted to speak on your behalf during the meeting or hearing process. They are only to serve as support and give you advice as you respond to the allegations.

Please see the **Code of Student Conduct** for more information about the guidelines for advisers.

Resources

- Code of Student Conduct
www.uakron.edu/studentconduct
- Academic Misconduct
www.plagiarism.org
www.uakron.edu/libraries/index.php
www.uakron.edu/ogc/PreventiveLaw/plagiarism.php
- University Policies
www.uakron.edu/ogc/rules/index.php
www.uakron.edu/reslife

**Department of Student Conduct and
Community Standards
Simmons Hall, Room 302
Akron, OH 44325-6207
Phone: 330-972-6380
Fax: 330-972-5884**



Fact Finding
Meeting

The
University
of Akron

Fact Finding Meeting

- A fact finding meeting is the first step in the student conduct process.
- It is a meeting between you and an Department of Student Conduct and Community Standards Administrator.
- At this meeting you will be informed of the process, the alleged violations of the Code of Student Conduct and the details of the report about your alleged misconduct.
- You will be given an opportunity to review the content of your file and to present your version of events.
- You will be given the opportunity to ask questions and respond to the allegations.
- Together, the student and Department of Student Conduct and Community Standards Administrator will make a determination as to whether or not the student is responsible or not responsible for the violation. The Department of Student Conduct and Community Standards Administrator will then determine the appropriate sanctions for the student, if necessary.

Fact Finding Meeting *(cont...)*

- If the student agrees with the determination of responsibility but does not agree with the sanctions given, they may appeal the sanctions to the University Appeal Board.
- If the student and Department of Student Conduct and Community Standards Administrator can not come to an agreement concerning the determination of responsibility, the matter will be referred to the University Hearing Board or hearing officer.
- More information about the Fact Finding process can be found at www.uakron.edu/studentconduct.

To prepare for a fact finding meeting you could take the following steps:

- You could write down your recollection of the events in question.
- You could gather any information (i.e. names of witnesses) that you would like to present during the fact finding meeting.
- You could make an outline of the details that you plan to present as well as a list of questions that you would like to ask during the fact finding meeting.

Please Note:

Feel free to call if you have questions about the conduct process. However, the Department of Student Conduct and Community Standards generally will **NOT** give details about the alleged violations over the phone.

Also, the staff of the Department of Student Conduct and Community Standards may not discuss your disciplinary records with anyone except you without a signed FERPA waiver that expressly permits such disclosure. You may receive a FERPA waiver by visiting the Department of Student Conduct and Community Standards or visiting our web page at www.uakron.edu/studentconduct.