

EMORY COLLEGE HONOR COUNCIL

FAQs about administrative hearings

This resource document is for students who are interested in the administrative hearing process. It includes frequently asked questions that outline the purpose of the administrative hearing and how this process is conducted. This document answers basic questions about the process; it does not supersede the Honor Code's authority. Students are encouraged to carefully review the [Honor Code](#) and read about administrative hearings in Article VI.c.

Use the question links below to jump to a specific topic:

[What is an administrative hearing?](#)

[Why do I need to complete an Administrative Hearing Agreement?](#)

[How do I prepare for an administrative hearing?](#)

[What can I expect at a hearing?](#)

[Can I bring an advisor to the administrative hearing?](#)

[What is the advantage to an administrative hearing?](#)

[What is the disadvantage to an administrative hearing?](#)

[What are the possible sanctions if found responsible at an administrative hearing?](#)

[What if I have more questions about the administrative hearing?](#)

What is an administrative hearing?

An administrative hearing is a resolution option intended to provide a swifter resolution to a case offered to students who have extenuating circumstances, typically graduating seniors or students not returning to campus the subsequent semester.

Instead of a two-part Honor Council process (a series of investigation meetings and then an Honor Council hearing), the administrative hearing process handles the case in one meeting. The reported student is needed for the administrative hearing typically for about 45-60 minutes depending on the length of their testimony. The panel will then deliberate in private. These meetings are conducted via Zoom and students are expected to be video capable.

[\[Back to top\]](#)

Why do I need to complete an Administrative Hearing Agreement?

By attending an administrative hearing, you are agreeing to waive your right to the preliminary investigation meetings and to have your case heard directly by an Honor Council administrative hearing board. The agreement form requires you to acknowledge this process. Once the agreement form is completed, the Honor Code administration will begin scheduling the hearing.

How do I prepare for an administrative hearing?

When evidence is made available to you through Emory OneDrive, review the contents of the folder. A standard evidence packet includes the course syllabus, any relevant instructions or materials for the submitted work, and the work that was reported to the Honor Council. Case evidence can vary depending on the nature of the reported violation. Some examples may include the assignment in question, email correspondence, video recordings, TurnItIn reports, or even data from Canvas and other University systems.

What can I expect at a hearing?

At the hearing, there will be three people reviewing your case. Typically, this includes a faculty member, a student Honor Council member, and an Honor Code administrator. However, in the interest of timely resolution, the composition of the hearing board may differ. The hearing board will ask you for an opening statement in response to the case evidence. Then, they will ask any questions they may have. Finally, they will invite you to make a closing statement, which can include any information such as mitigating circumstances that you would like to be considered. You're welcome to prepare your remarks in advance of the hearing and have your notes available.

Can I bring an advisor to the administrative hearing?

Any student in the Honor Code process may bring an advisor to their meetings with the Honor Council, including the administrative hearing, so long as that advisor is not involved as a reporting party, reported student, or witness in the case. The advisor must be a current undergraduate student at Emory University; a current faculty or staff member in Emory College of Arts and Sciences, Goizueta Business School, or Oxford College; or a current staff member in Campus Life. An advisor is not required in this process, but an advisor may accompany you to any meeting of the Honor Council if you so choose. An advisor is not required, and most students choose not to use one. Your advisor may confer with you during the informal resolution but may not speak on your behalf.

What is the advantage to an administrative hearing?

Simply put, faster resolution. In the summer, the Honor Council has an extremely limited capacity for case investigations. Some cases that require investigation must wait until the fall, and those that do take place in the summer usually take several weeks to complete.

What is the disadvantage to an administrative hearing?

This depends on your perspective about the allegation. Some students prefer that their case is reviewed mostly by their peers, and there is only one student on the administrative hearing board (instead of the four out of five voting members at a full hearing). Also, the Honor Council requires a unanimous vote for a finding of responsibility; this would include five panelists at a full hearing, but only three at an administrative hearing.

What are the possible sanctions if found responsible at an administrative hearing?

The standard sanction for a first violation of the Emory College Honor Code is an F in the course, a 1-year Honor Code probation, and mandatory completion of an educational program. Many cases result in this sanction. There are other possible outcomes as described below:

Grade Sanctions:

Zero on the assignment
Zero on the assignment & 1-letter grade deduction
F in the course
U in the course (for students taking the course S/U)

Probation Sanctions:

Verbal warning
1-year Honor Code probation
Honor Code probation until graduation

The sanction is determined based on precedent for similar cases and consideration of any mitigating or aggravating circumstances presented in the meeting. (Suspension or expulsion from Emory are other possible sanctions according to the Honor Code; these are usually only considered when a student has committed prior offenses or an egregious violation of the Honor Code.)

What if I have more questions about the administrative hearing?

If you still have questions about an administrative hearing, contact EC.Honor@emory.edu to schedule a 20-minute Procedures Overview Appointment with an Honor Code administrator. Normal business hours are Monday through Friday between 9:00am – 5:00pm ET.