

# EDUCATIONAL CONFERENCE TOOL KIT

If you are a professor who has initiated the academic misconduct process and are looking for guidance on how to conduct an Educational Conference, this tool kit is for you!

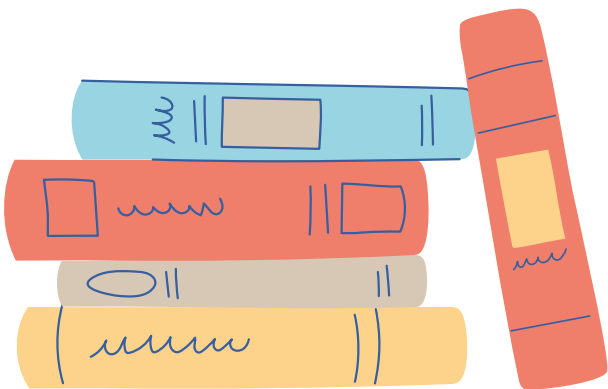
## WHAT'S INCLUDED:

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# AFTER THE ACADEMIC MISCONDUCT REPORT

After a report has been made, Student Rights and Responsibilities (SRR) is immediately notified. SRR will contact the charged student and the reporting professor stating the allegations and charges. The next step in the process is for the reporting faculty to hold the educational conference (EC) with the charged student.

During the EC, the charged student is given the opportunity to share their side of the story as well as accept or deny responsibility for the allegations at hand. If the charged student denies responsibility, the case will then go to a hearing. If this route is taken there are additional resources available. If the charged student accepts responsibility SRR will assign the appropriate sanctions and track their completion.



# WHAT IS AN EDUCATIONAL CONFERENCE?

The purpose of the EC is for the charging party to review information and options with the charged student. The EC is not a hearing. The reporting faculty is responsible for scheduling the EC.

During the EC, the charging party will:

- Go over the EC form sent from SRR via DocuSign.
- Review the charged student's rights located on page 4 of the EC form.
- Describe the allegations.
- Review the supporting information that led the charging party to conclude that a violation has more likely than not been committed.
- Provide the charged student with an option to respond to the allegations, if the student wishes to.
- Answer questions regarding the Student Code of Academic Conduct.
- Explain the proposed sanctions to the charged student.



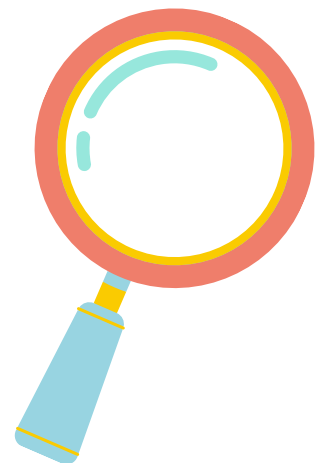
# HOW TO PREPARE FOR AN EDUCATIONAL CONFERENCE

Prior to the EC being held, the charging party and charged student will receive an EC form through DocuSign. This form will be used to prepare for, and throughout, the EC.

Once the EC form has been received, it is the responsibility of the charging party to complete the form. This includes determining appropriate sanctions as well as sanction rationale.

Following the completion of the form, the charging party then schedules the EC with the charged student. To do this the reporting faculty sends the charged student an email to their UWF student email account with a proposed date, time, and meeting link, if necessary.

Please keep in mind that while the charging party does determine the date and time of the EC, it may need to be rescheduled to ensure the charged student can attend.



# POSSIBLE OUTCOMES & FOLLOW UP

After the EC takes place, there are a few potential outcomes that may occur:

- The charged student may not attend.
  - If the charged student does not attend the EC, the case will be moved to a hearing. Please notify SRR if this occurs.
- The charged student may attend, but not complete the EC form within the designated time frame.
  - If this occurs, please notify SRR as the case will be moved to a hearing.
- The charged student attends the EC and denies responsibility.
  - If this occurs the case will be moved to a hearing. In this instance, SRR will be automatically notified of the charged student's decision upon completion of the EC form. The charging party and charged student will be notified of additional hearing details.
- The charged student accepts responsibility.
  - In this instance, SRR will be notified of the student's decision upon completion of the EC form. The sanctions proposed by the charging party will be administered by SRR.

Please contact SRR at [srr@uwf.edu](mailto:srr@uwf.edu) if you have any special circumstances that need to be addressed, or need to notify SRR of any adverse outcomes following the EC.

