



You are being asked to attend a hearing with the Peer Review Board because you were named in a report that alleged a violation of the expectations laid out in the Undergraduate Code of Conduct. The conduct process is a fact-finding process meant to determine what most likely happened, and how the university should respond. It is important that you are able to share your perspective on what happened before any decisions are made. This meeting is your opportunity to do that, by talking with the Peer Review Board about the report.

The university conduct process is not a legal process. It is a learning process designed to promote student success. Because this is a learning process, rather than a legal one, our procedures are different from a court of law. For example: this is a cooperative process, not an adversarial one.

### **What is the Peer Review Board?**

The Peer Review Board (PRB) is a group of undergraduate students advised by the Office of Student Conduct. You can expect the Board will treat you with respect. They are your peers, and want to help you succeed. They also care about the university community, and want to ensure Emory is a place where everyone can feel safe and able to pursue their goals. When your actions violate the university expectations and negatively impact other members of the community, the Board will help you understand that impact, think about what you can do to repair any harm you've caused, and find ways to be successful going forward.

### **The Hearing Format**

The Peer Review Board holds informal hearings. A hearing is a non-adversarial conversation between you and the Board. The Board members will introduce themselves and ask you to do the same. Next, you will be asked to describe what happened from your point of view. Board members will then ask questions to make sure they have a solid understanding of your account.

After the Board interviews all of the students involved in a case, it will deliberate and decide if you violated the Code or not.

### **Outcomes**

In some cases, the Board may find that there is not enough information to say you violated any of the university's expectations. The Board uses the preponderance standard to make this decision, meaning "is it more likely than not

that a violation occurred?" However, if the Board determines you violated the Code you will be offered the chance to accept responsibility.

*Accepting responsibility* means you agree that your behavior violated the Code in the way the Board describes to you. Emory places value in individual accountability, and your record will reflect your decision to accept responsibility vs. being found responsible.

*Being found responsible* means you do not agree that your behavior violates the Code, but the Board has determined that it is more likely than not that a violation did occur.

Making the choice between accepting responsibility and being found responsible is an individual one. We do not advise students to accept responsibility for something they feel they truly did not do.

### **Sanctions**

If you accept responsibility or are found responsible then the Board will make a sanction recommendation for you. The intent of the sanction is to educate you about why your actions were inappropriate, to encourage better future decision-making, as well as to repair and protect the university community. There is no set sanction for a particular violation.

### **What Happens After the Meeting?**

You'll receive the outcome via secure electronic message. If you were found responsible or accepted responsibility then you'll receive information about the sanction(s) and how you can appeal the outcome.

### **I Have More Questions. Who Can I Talk To?**

Call or email the Office of Student Conduct. Our office is open from 9 a.m. – 5 p.m. Monday through Friday. Our phone number is 404.727.7190, and our email address is [conduct@emory.edu](mailto:conduct@emory.edu).