

member may implement the penalty, unless the Provost or Registrar determines otherwise. The faculty member must complete an *Academic Honor Code Incident Report* and send the report, along with copies of the student's assignment in question, to the Office of the Registrar within five business days. Both the instructor and the student sign the *Academic Honor Code Incident Report*.

- b. At any time during the discussions between instructor and student, whether in person or electronically, the faculty member and/or student can refer the alleged violation to an Academic Integrity Hearing Board by contacting the Office of the Registrar.
5. All alleged infractions of the Academic Honor Code for students previously sanctioned for an alleged violation and for otherwise unresolved allegations are adjudicated by the Academic Integrity Hearing Board. Additionally, all contested cases of first-time violations are adjusted by the Academic Integrity Hearing Board.
 - a. When in session during the academic year, the faculty members of the Academic Af0038(t)8(y)6(m)-1TB

Fundamental Fairness

The standards for fundamental fairness for non-academic disciplinary hearings at the San Francisco Conservatory of Music will also govern academic honor code hearings, as follows:

1. All charges must be in writing and presented to the respondent at the time of notification of the hearing. Respondents are expected to read and respond to email correspondence.
2. Charges shall be reasonably specific as to the nature, time, and place of the alleged misconduct.
3. The respondent shall be informed of his or her rights under this document at the time he or she is charged.
4. The respondent shall be afforded at least a seven-day notice of the hearing in writing.
5. Hearings are normally scheduled within 14 business days after notification to respondent.
6. The respondent may indicate a preference for an open or closed hearing. (Open hearings can be attended by members of the Conservatory community, and information about the incident and hearing can be made available to members of the Conservatory community). In the absence of an indicated preference, hearings are closed. Final determination of whether a hearing will be an open or closed hearing shall be made by the Provost.
7. The respondent shall have the right to be accompanied by an advisor who may confer with and assist the respondent but may not speak for him or her as an advocate. The advisor must be a member of the Conservatory community who is not an attorney.
8. Hearings are audio recorded. A recording of the hearing will be available in the event of an appeal, but remains the property of the Conservatory.
9. The respondent shall have the opportunity to answer the charges and to submit the testimony of material witnesses on his or her own behalf. Witnessed statements, reports, other statements under oath—scheduled with the Provost or Registrar and respondent—shall be acceptable as documentation submitted to a board. All other documentation is subject to review.

Provost the recommendation of Hearing Board. The Provost shall decide whether or not to grant the appeal and/or to accept the findings or recommendations of the hearing board. The Provost will notify the respondent in writing of her decision.

16. The Provost has discretion to interpret and apply these standards to the circumstances of a particular case.

Penalties

Faculty members may choose one or more of the following penalties:

1. Failure on a specific portion or question within an assignment.
2. Failure in the assignment
3. Resubmission/completion of the assignment for educational benefit, but with a failing grade in the assignment
4. Failure in the course

The Academic Integrity Hearing Board and the Provost of the Conservatory may choose from one or more of the following penalties:

1. Warning letter
2. Failure in the assignment
3. Resubmission/completion of the assignment for educational benefit, but with a failing grade in the assignment
4. Failure in the course
5. Reduction or elimination of Conservatory scholarship
6. Suspension
7. Dismissal
8. Restriction or elimination of Conservatory privileges

All penalties of suspension or dismissal are automatically reviewed by the Provost of the Conservatory.

Records

1. Case records of academic integrity proceedings are kept by the Office of the Registrar. Records are retained for a minimum of five years after which they may be destroyed. Case records do