

Brigham Young University–Hawaii Office of Honor Investigation/Administrative Review

Notes:

- 1 Individuals may submit incident report by mail, email, in-person, telephone, or Report a Concern (BYU–Hawaii website).
- 2 Case is documented and dismissed if reporter requests anonymity, respondents not identifiable, insufficient information, not an Honor Code violation, etc.
- 3 Gather relevant information, interview reporter/witnesses, assess witness credibility/strength of evidence.
- 4 If it appears likely the sanction assessed will be probation, suspension, or dismissal, develop action plan, review with Dean of Students.
- 5 Respondent provides written response to the allegation with relevant facts and information. If no written statement received within two business days, the investigation will proceed without response.
- 6 If there are significant discrepancies/contradictions in either the allegations or respondent’s statement, attempt to ascertain the truth using reasonable discretion.
- 7 Use standardized final report template to document cases.
- 8 Notify *Ke Ala Ho’opono* program director. Respondent uploads lessons to Maxient, meets monthly with OOH Advisor.
- 9 Student uses HC Administrative Review Form sent with OOH Notification of Sanctions letter. Review criteria as follows:
 - New information previously unavailable that would alter decision.
 - Sanction not reasonably support by factual record.
 - Applicable procedures not followed.
 - Sanction does not fit violation.
 - Sanction influenced by prejudice or bias.
- 10 If new information becomes available, Dean of Students may return case to OOH.

