**HONOR COUNCIL REPORTER GUIDANCE UNDER COVID-19 RESTRICTIONS**

**Meeting with your advisor**

Reporters will meet with their Student Honor advisor via Zoom to minimize the spread of Covid-19. You will receive an email from the Student Honor Advisor assigned to you that will introduce themselves and ask if you would like to schedule a meeting to discuss the case you reported. You are not required to meet with your student advisor unless you have questions about the case that you believe cannot be answered over email. During this meeting, your advisor should review the following with you:

* The hearing process, including:
	+ Hearing time
	+ Zoom hearing etiquette
	+ An overview of hearing participants and their roles
* Any additional evidence related to the violation that is relevant to the case
* Any other questions that you may have regarding your case

If you are resolving your case through expedited sanctioning, your assigned student advisor should organize Zoom meeting to complete expedited sanctioning process between you and the involved student(s) during which you will discuss the violation and agree on appropriate sanctions.

**Attending a Zoom hearing**

All Honor Council hearings will be conducted on Zoom to minimize the spread of Covid-19.

Before the hearing

* Please call in to the meeting 15 minutes before the scheduled time as to resolve any technical issues before the hearing starts

During the Hearing

* Mute your microphone unless you are speaking
* Have all of the relevant evidence up on your screen for easy reference
* Minimize distractions and use appropriate zoom backgrounds
* Use earphones and sit in a room by yourself to maintain the privacy of the individuals involved

**If you are unable to attend your hearing**

* Please notify as early as possible in case we may be able to schedule your hearing to a time that is more convenient for you if you believe that it is important for you to be there

**If you suspect that you have COVID-19**

* Follow university guidelines and instructions for isolation and quarantine for students or faculty
* Please notify your student advisor
	+ If your hearing has been scheduled, please let your advisor know if you need your hearing to be rescheduled until after the quarantine/isolation period ends
	+ If your hearing has not been scheduled, please let your advisor know so your hearing can be scheduled after the quarantine period …