Complainants and Respondents are allowed Advisors and/or Attorneys.

Advisors may be requested at: https://wvu.qualtrics.com/jfe/form/SV_0vuZki2vqMvfmK1.

**Important Definitions**

- **Complainant**-person who made the allegation against the Respondent or had direct negative consequences that resulted from the alleged violation
- **Respondent**-student accused of committing a violation of the Campus Student Code of Conduct
- **Student Code Administrator**-presents the facts from the investigation in an unbiased manner
- **Single Adjudicator**-oversees the hearing to determine if the Respondent is responsible for the alleged charges
- **Burden of Proof**-duty placed upon the Office of Student Conduct to prove the alleged violations of the Campus Student Code of Conduct
- **Preponderance of the Evidence**-the standard of proof the Adjudicator uses to determine if a Respondent is responsible for the alleged violations. The Adjudicator will look at all evidence including witnesses to determine if there is a greater than 50% chance that the Respondent did or did not commit the alleged violations.

**RULE 1.6 HEARING GUIDE**

**Suspension or Expulsion Level Cases Only**

**Hearing Process Timeline**

A hearing is divided into two parts

**Part One:** Presentation of evidence & witnesses to determine responsibility

**Part Two:** Sanctioning

Step #1: Preliminary matters such as objections to evidence

Step #2: Adjudicator reads charges against Respondent

Step #3: Opening Statements: summary of what you intend to present during hearing.

- Student Conduct Statements
- Optional Complainant Statements
- Optional Respondent Statements

Step #4: Witnesses and Presentation of Evidence

- Student Conduct Witnesses/Evidence
- Optional Complainant Witnesses/Evidence
- Optional Respondent Witnesses/Evidence

Step #5: Closing Statements: Summary of your case and desired finding of responsibility

- Student Conduct Closing Statements
- Optional Complainant Closing Statements
- Optional Respondent Closing Statements

Step #6: Adjudicator will close hearing by giving estimated timeframe for their findings.

If the Respondent is found responsible, the Adjudicator will instruct all parties in next steps including the Sanctioning Phase.