

FAMILIARIZE YOURSELF WITH THE HEARING PROCESS

Below you will find a timeline of the conversation that will happen on the day of your hearing.

Step #1 - Participant Introductions: The Hearing Adjudicator will introduce themselves, ask all parties involved to introduce themselves, and confirm the role each person will have in the hearing.

Step #2 - Preliminary Matters: The Hearing Adjudicator will confirm that everyone is informed of hearing procedures.

Step #3 - Expectations: The Hearing Adjudicator will review the hearing process and the rights and responsibilities of all involved.

Step #4 - Attorney and Advisors: If an Advisor, Attorney, or both are present the hearing Adjudicator will review their roles in the hearing process.

Step #5 - Review of Charges/Respondent Plea: The Hearing Adjudicator will review the standard of evidence and all charges being brought against the respondent. The respondent will be asked if they believe they are responsible or not responsible.

Step #6 - Opening Statements: The Office of Student Conduct/Complainant and Respondent will give their opening statements. The opening statement is an opportunity to outline the incident and for all parties to introduce their stance on the violations. The opening statement is the opportunity for all parties to present their argument so it is very important to be prepared.

Step #7 - Respondent/Complainant Questioning: The Office of Student Conduct will ask the Respondent and questions they may have. If a Complainant and Respondent are present the Respondent's Advisor or Attorney may direct questions to/through the Adjudicator for the complainant. The Adjudicator will also ask questions of both the complainant and respondent. A participant may decline to answer any questions of which they do not wish to answer.

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Step #8 - Witness Questioning: The Office of Student Conduct's witnesses will be called first followed by the Respondent's witnesses. The party who called the witness shall begin the questioning process followed by the other party, then the Adjudicator.

Step #9 - Concluding Questions/Closing Statements: The Adjudicator will ask the Office of Student Conduct/Complainant(s) then the Respondent(s) if they would like to offer brief closing comments.

Step #10 - Adjudicator Decision/Rational Shared: The Adjudicator may take a brief recess and make their decision on the day of the hearing but they may also decide that they need time to make a decision.

Step #11 - Sanctioning/Outcome: The Adjudicator will invite further information from the parties to assist in the creation of appropriate sanctions and/or interventions to resolve the conflict, restore the community, and enhance student learning and development. The Office of Student Conduct will present the respondents academic record, discipline history, and may make suggestions for sanctions for consideration in determining appropriate sanctions. The Respondent may respond to the statements made regarding academic and discipline records and may make an impact statement and suggest sanctions. All possible Sanctions can be reviewed in the Code of Student Conduct [here](#). The final decision will be shared in an Outcome Letter that is sent via email to the Respondent.

Step #12 - Concluding the Hearing - Appeal Process: The Respondent has the right to appeal the outcome of the hearing and/or the sanction(s) imposed by submitting an appeal in writing within five (5) days of the date they receive the Outcome Letter. If no appeal is submitted within that time frame, the sanction(s) will be applied, no appeal will be considered, and the matter will be concluded.