

UNIVERSITY HEARING PROCEDURES

1. **Opening** – The Hearing officer/Coordinator will begin the hearing with an opening statement where they introduce themselves, state for the record who the hearing is for, the date and time, and ask all others in attendance to introduce themselves.
2. **Advisor** – The Hearing officer/Coordinator will ask if the students involved with the hearing have an advisor. If yes, the Hearing officer/Coordinator will ensure that the student’s advisor understands that their role in the hearing is limited. They may write notes to **the student** but they are not permitted to directly address the Hearing officer. They also may not offer testimony. If they require time to confer, they may request a brief recess. Please note that the decision to grant the request will be considered at the discretion of the Hearing Officer/coordinator.
3. **Purpose** – “The purpose of the hearing will be summarized. The hearing is an educational hearing and not comparable to a trial. Legal rules of evidence do not apply. The hearing will be informal and is designed for the Hearing Officer/s to consider alleged violations of the Student Code of Conduct by **the student/s**.”
4. **Honesty Statement** – The following Honesty Statement will be read aloud. “The University expects that all information presented will be true and correct. Be advised that I may consider the student’s level of honesty when making decisions about the outcomes of this case. In addition, all participants should be aware that these proceedings are confidential under student records policies.”
5. **Charges** – The charges will be read here. For each charge, the student will be asked to indicate whether they are “responsible” or “not responsible” for the policy violation.
6. **Opening Statement** – This is the student’s opportunity to make **brief** opening remarks. Students will have the opportunity to offer testimony and evidence later in the hearing. Here the student should explain why they asked for a hearing and what their hoped for outcome is.
7. **Presentation of Testimony**: Now is the time in which the hearing officer will be asking witnesses, and respondent/s (and complainant/s if applicable) questions. The respondent/s (and complainant/s if applicable) will also have the opportunity to question witnesses at this time. ..”

8. **Summary Statement** - This is the student's opportunity to make **brief** closing remarks. Students have already provided their testimony and evidence. This time is used to identify the critical information shared (or not presented) during the hearing and how that should influence the hearing body's decisions.

9. **Conclusion** – The Hearing Coordinator/Officer will read a statement concluding the hearing. The hearing body will review the information presented in the hearing and will consider each charge under the Code of Student Conduct. If any violations are found, appropriate sanctions will be determined.