Hearing FAQ

Frequently Asked Questions:

What is the role of the student process adviser?

The role of the adviser is to help the student through the hearing process, and she or he should not write the student's presentation or speak on the student's behalf. Title IX advisors shall be permitted to conduct cross-examination of other parties in a Title IX hearing on behalf of their advisees.

How do I contact my student process adviser?

The student process advisor’s information will be provided via email shortly after the conduct notification is shared with the student. For Title IX hearing boards the advisor can be anyone of the student's choosing. A list of advisors can be provided for you if you do not have a choice in mind.

What if I want to appeal the Board's decision?

You have the right to appeal to the Executive Committee within 5 calendar days of your hearing outcome. This appeal is in written format and the Board's decision will be provided in your hearing outcome letter.

Will my parents be notified of the hearing outcome?

Depending on the type of charge, parental notification will be included as part of the sanctioning. Parental Notification is not able to be challenged for alcohol and controlled substance violations.

Where is hearing held?

A hearing may occur in person or virtually to be challenged for alcohol and controlled substance violations. Parental Notification is not able to be challenged for alcohol and controlled substance violations.

What if I don’t attend my scheduled hearing?

A student will be contacted before a hearing begins regarding when and where hearing is held. If the student does not respond or does not show up after 15 minutes, the hearing will proceed in their absence. By being absent, the student has accepted responsibility for their charges.

If I want to change the type of hearing I am attending?

Please notify the Director of Student Conduct at least 3 calendar days prior to the scheduled hearing date or paperwork needs to be adjusted before your hearing. This does not apply to the Title IX hearing board or Honor Hearing.

Can my parents or a lawyer attend hearing with me?

Unfortunately, parents or lawyers are not permitted in a hearing but can be outside the room. If you are participating in a Title IX hearing board, you may elect an adviser of your choice.

Where do I pick up my hearing packet?

The student will receive an email with relevant hearing documents. If information cannot be sent via email, the student will receive instructions to collect their hearing packet at the front desk in the Office of Student Life.

Hearings may be requested with the Director of Student Conduct. The hearing notification will be sent via email, the student will receive an email with relevant hearing documents. If information cannot be sent via email, the student will receive instructions to collect their hearing packet at the front desk in the Office of Student Life.
HEARING TYPES

1. Conduct Hearing
   - The hearing consists of the hearing chair, two faculty justices and two student justices. This type of hearing, witnesses are permitted but only those who can speak to the incident itself. No character witnesses are permitted. This hearing allows the student to plead their case in regards to responsible or not responsible.

2. Sanctions Only Hearing
   - This hearing consists of the hearing chair, one faculty justice and one student justice. In this type of hearing no witnesses are permitted from either side. Since the student has already accepted responsibility for the charge(s), only sanctions will be discussed.

3. Honor Code Hearing
   - This hearing reviews alleged violations of honor code violations. The hearing consists of one hearing chair, two student justices and two faculty justices.

4. Title IX Hearing
   - This board consists of two faculty, two staff justices, and one student justice. Title IX hearing is designed to hear cases of sexual harassment and sexual assault. The assigned investigator may also be present but shall not participate in deliberations.

5. Bias Hearing
   - This board consists of two faculty, staff and two student justice who will determine responsibility. The assigned investigator may also be present but shall not participate in deliberations. It is your opportunity to tell your side of the story. During this time the justices will have the ability to ask you questions.

Closing Statement
- These are any last statements to close proceedings. Example: Thank you for listening to my presentation. I hope I have provided some insight into why I should not be found responsible.

Deliberations
- Once the closing statements are over the justices will deliberate on the information that has been presented. They will decide on an outcome of responsible or not responsible and hand down the sanctions they believe appropriate.

WHAT YOU NEED TO KNOW AND REMEMBER WHEN GOING TO A HEARING...

Standard of Proof
- All students are presumed “Not Responsible” until or unless determined “Responsible” by the hearing board. Determinations of responsibility are made using a preponderance of the evidence or what is “more likely than not.”

Witnesses and Evidence
- Prior to the scheduled date and time of the hearing, you will be given the opportunity to provide a list of witnesses and any additional information. The list of witness and additional information, such as written statements or evidence, must be submitted at least 3 days prior to the student hearing or Title IX Hearing Board. Information received after the 3-day deadline will not be permitted. You can submit information regarding the incident any time between the initial report and up to 3 days prior to the scheduled hearing.

Appeal Process
- A student has five days from their hearing date to file their written appeal. During that time, a student should still attend class and continue their normal routine. A student’s sanctions are held until the Executive Committee has heard the appeal. Once the appeal has been heard, the student will receive the outcome via email. The decision of the Executive Committee is final.

IF YES: According to the Guide to Title IX Violation occurred
- Staff discuss the appeal options with student
- Staff review the appeal options with the student and determine responsibility for the charge(s), and sanctions will be discussed.

OPTION 1:
- Student submits email notification of the appeal decision to the office of Student Conduct
- Staff review the appeal decision with the student
- Student accepts or rejects the appeal decision
- Appeal is reviewed by the Executive Committee

OPTION 2:
- Student submits email notification of the appeal decision to the office of Student Conduct
- Staff review the appeal decision with the student
- Appeal is reviewed by the Executive Committee

IF NO: Conduct hearing with the student and then closed
- Staff sends a written notification of the appeal decision to the student
- Student receives written notification of the appeal decision

Student attends hearing and hear hearing decision
- Student receives email notification of the hearing date, time, and location
- Student receives written and/or email notification of hearing documents, time, date, and location
- Student receives email notification of hearing documents for pick-up

HEARING PROCESS
- The process begins when the student meets with the Office of Student Conduct.
- The student will receive a written notification of the hearing date, time, and location.
- The student will receive a written notification of hearing documents.
- The student will attend a hearing.
- The panel of Justices for Bias is final.
- Appeals are held until the Executive Committee has heard the appeal. Once the appeal has been heard, the student will receive the outcome via email. The decision of the Executive Committee is final.

WHAT TO EXPECT:

Opening Statement
- The opening statement is a brief overview about why the hearing has been brought together. Example: “I am here to show you that I am not responsible of my Conduct Code violation.”

Presentation
- It is your opportunity to tell your side of the story. During this time the justices will have the ability to ask you questions.

Closing Statement
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Deliberations
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Appellate Process
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Sanctions Only Hearing
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Conduct Hearing
- The hearing consists of the hearing chair, two faculty justices and two student justices. This type of hearing, witnesses are permitted but only those who can speak to the incident itself. No character witnesses are permitted. This hearing allows the student to plead their case in regards to responsible or not responsible.

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