

HEARING INFORMATION CHECKLIST

The following topics have been discussed with me in preparation for my attendance at a High Point University Hearing Board:

My hearing will be a:

- ☐ Conduct Hearing
- ☐ Honor Code Hearing
- ☐ Sanctions Only Hearing

Initials _____ Date _____

We have discussed the hearing process and I have been provided a copy of the appropriate script that will be used in my hearing.

Initials _____ Date _____

I have been informed that my hearing materials will be sent to me electronically at least 3 days prior to my hearing date.

Initials _____ Date _____

A review of the minimum and maximum sanction possibilities as outlined in the Guide to Campus Life for the particular charge(s) was completed with me.

Initials _____ Date _____

- ☐ I elect a student advisor.
- ☐ I decline a student advisor.

Print Name _____

Signature _____

Case #: _____

TIPS AND EXPECTATIONS

- A hearing is a formal proceeding that should be taken seriously.
- Dress appropriately. We suggest business casual.
- Arrive on time. If you are not present at the designated hearing time, we will wait 15 minutes and then proceed in your absence.
- Be truthful. Remember that both you and your witness(es) are expected to be honest at all times. Providing false information is a violation of the Code of Conduct and will result in additional charges and sanctions.
- Come prepared. You are your best defense. Proper planning prevents poor presentations.
- Witnesses cannot be “character witnesses” and should have pertinent information regarding the incident in question. Witnesses are only allowed in Conduct, Honor and Bias hearings.
- Ask questions. If after reviewing all your hearing information, you have questions regarding the hearing process, your rights and/or your role, please contact the Office of Community Standards.
- No electronic devices are allowed to be used in a hearing by the justices, student advisors, or yourself unless approved by the Office of Community Standards and/or the Office of Accessibility Resources and Services.

HIGH POINT UNIVERSITY
THE PREMIER LIFE SKILLS UNIVERSITY

If you have any questions about High Point University’s Hearing process, please contact the Office of Community Standards at: 336-841-9229 or communitystandards@highpoint.edu.

One University Parkway, High Point, North Carolina 27268
www.highpoint.edu/community-standards



HEARING FAQ

Frequently Asked Questions:



1. Where is hearing held?

A hearing may occur in person or virtually at the discretion of the Office of Community Standards. A hearing notification will be emailed to the student sharing the time and location of the hearing, as well as the alleged violation that will be reviewed.

2. What is the role of the student advisor?

The role of the advisor is to help the student through the hearing process. He or she will not write the student’s presentation or speak on behalf of the student during the hearing. They will review provided hearing documents with the student and answer any questions the student has about the hearing process or how best to prepare.

3. How do I contact my student advisor?

The student advisor’s information will be provided in an email shortly after the conduct meeting in the Office of Community Standards. It is the student’s responsibility to schedule a meeting with the advisor.

4. I receive accommodations through OARS; can I use them in a hearing?

Accommodation requests must be made to and approved through the Office of Community Standards. Submit this request as soon as possible for them to be in place at your hearing.

5. How do I get 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 Community Standards.

6. If I want to accept the charges and/or sanctions and cancel my hearing, what do I do?

The student should notify the Office of Community Standards as soon as possible of the decision. An appointment will be made for the student to complete a hearing wavier.

7. What if I want to change the type of hearing I am attending?

The student should notify the advisor and the Office of Community Standards at least 3 days prior to the scheduled hearing of the change. (Not applicable to Honor Code Hearings.)

8. What if I don't attend my scheduled hearing?

The student will receive email notification alerting them to the time and location of the hearing. If a student has not arrived at the scheduled hearing time, a courtesy call will be made to the student and a 15 minute grace period extended. If the student does not appear for the hearing after the grace period, the hearing will proceed in the student’s absence. Students will not be admitted to a hearing once it has begun. In a student’s absence, a finding of responsible will be entered and sanctions will be assigned. In these instances, a student’s right to appeal will be waived.

9. Can my parents or a lawyer attend hearing with me?

Parents or lawyers are not permitted inside the hearing room while a hearing is in session. A student may have guests to wait with in the lobby before the hearing and during deliberations.

10. Will my parents be notified of the hearing outcome?

Depending on the type of violation, parental notification will be part of sanctioning. Violations involving alcohol and controlled substances are federally mandated to include parental notifications in sanctioning and cannot be waived.

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

If a student meets the criteria outlined in the hearing packet, they have the right to appeal to the Executive Committee within 5 calendar days of the hearing outcome. This appeal is required in writing and the link to submit the appeal will be provided in the hearing outcome letter.

HEARING PROCEDURE - WHAT TO EXPECT:

Opening Statement

This is an opportunity for student’s to share a brief statement to explain why the hearing is occurring.
Example: “I am here to show you that I am not responsible of this Conduct Code violation.”

Presentation

Student’s are encouraged to share their perspective of the incident. They can share additional evidence, offer explanations or share other information pertinent to the incident being discussed. The justices will have the option to ask the student questions to clarify or gather additional information. This is when witnesses may be called upon to contribute information.

Closing Statement

This is the student’s final opportunity to address the board and share closing remarks supporting their position. This is also when the student can offer alternative sanctions, if they feel they are warranted,
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 closing statements are over, the student is dismissed to the waiting area and the justices will deliberate on the information that has been presented. They will arrive at a finding of responsibility and assign sanctions. They will reconvene and share their findings with the student. Once the finding of responsibility has been shared, sanctions will be issued as appropriate. The student is dismissed once the sanctions have been issued and a hearing outcome letter will be sent.

HEARING TYPES

Conduct Hearing

This board typically consists of a hearing chair, hearing officer, two faculty justices and two student justices. In 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 his or her case in regard to being responsible or not responsible.

Sanctions Only Hearing

This board typically consists of the hearing chair, one faculty justice and one student justice. In this type of hearing no witnesses are permitted. Since the student has already accepted responsibility for the charge(s), only sanctions will be discussed.

Honor Code Hearing

This board typically consists of a hearing chair, a hearing officer, two student justices and two faculty justices. This hearing reviews allegations of honor code violations.

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 have the opportunity to provide a list of witnesses and any additional information, such as written statements or evidence. The list of witness and/or additional information must be submitted at least 3 days prior to the hearing. Information received after the 3-day deadline will not be permitted. You can submit information regarding the incident at any time between the initial report and up to 3 days prior to the scheduled hearing.

Appeal Process

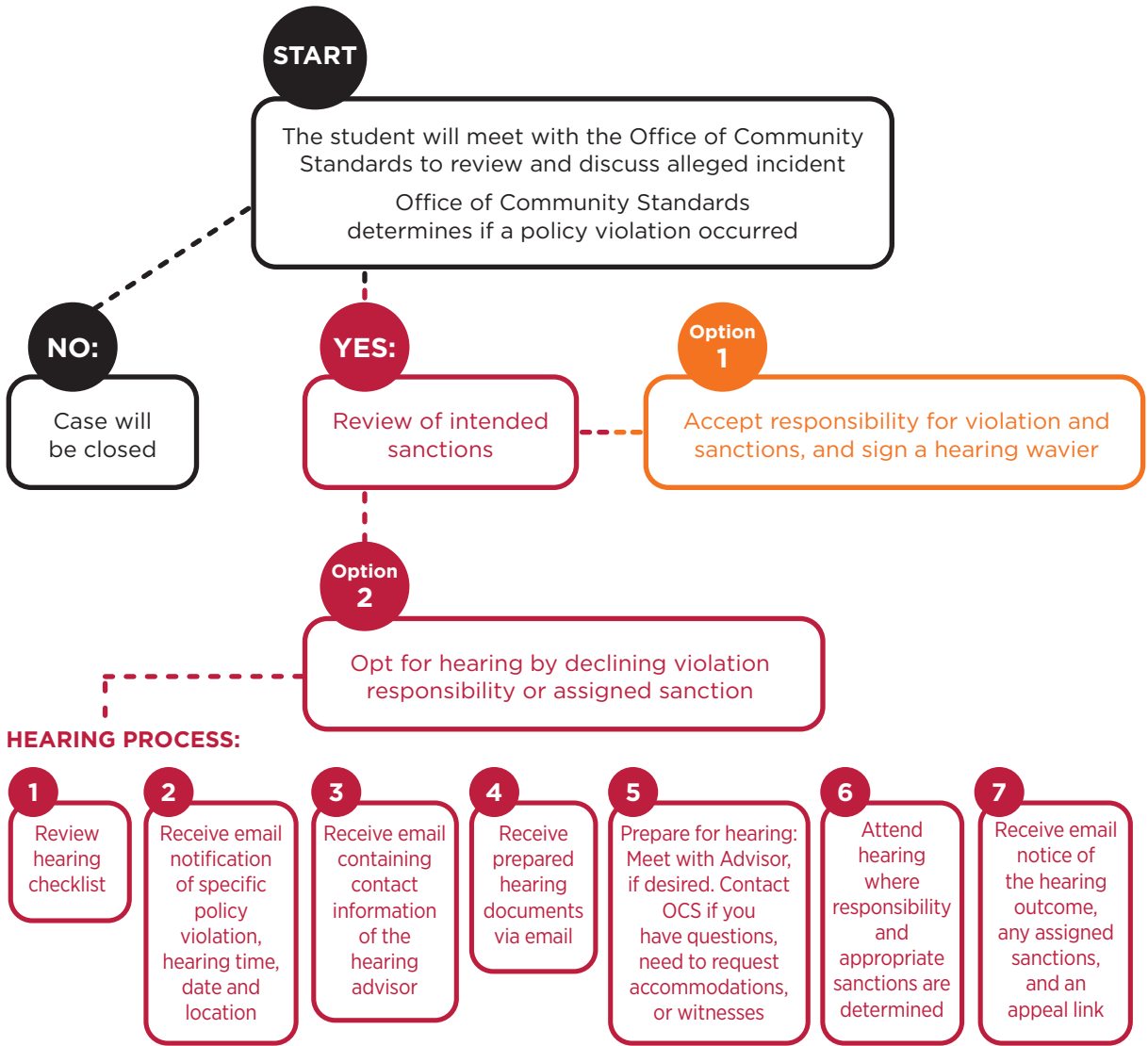
There are specific grounds upon which you can file an appeal, which were provided in your hearing packet. If applicable, a written appeal must be filed within 5 days of a completed hearing. During that time, you should still attend class and continue your normal routine. Sanctions will be suspended until the Executive Committee has heard the appeal. Once the appeal has been heard, you will receive the outcome via email. The decision of the Executive Committee is final and if appropriate, sanctions will resume.

All hearings are student lead, strictly confidential and closed proceedings. Only those listed in the “Hearing Types” section are admitted to the hearing room.

A representative of the Office of Community Standards monitors the hearing for procedural integrity. In addition, shadowing justices may be present during a hearing.

HEARING AND APPEAL PROCESS

(Honor Code process varies slightly from flowchart)



APPEAL PROCESS:

If elected, appeals may take **up to 4 weeks** from submission to complete

