

Administrative Hearing Outline

Please note that hearings will start promptly at the time indicated on the hearing notice, please arrive 5-10 minutes early if possible. Additionally, the time frames provided below are estimates and do not have to be followed exactly.

Introduction (5-10 minutes)

The Independent Hearing Officer (IHO) goes over information to set up the rest of the hearing

- Introductions
- Confidentiality
- Overview of Hearing
- Determine method of questioning

Opening Remarks (5-10 minutes per presentation)

Each party (the student and the Center for Student Conduct) will have the opportunity to give brief opening remarks before presentation of information begins. Opening remarks can be a space where the parties can give an introduction of what they will cover in their presentation, highlight main points, provide a “road map” for the hearing body to follow along with ahead of the student’s presentation, etc.

Presentation of Information (20-30 minutes per presentation)

Each party has the opportunity to give a presentation to the Hearing Body. An outline of this phase can be found below:

- Center for Student Conduct Presentation
 - Explanation of why student was charged
 - Information that supports the allegations
 - Questioning of witnesses or presentation of witness statement* (if any)
- Questioning Period (no commentary on the preceding presentation is permitted)
 - Posed by the IHO
 - Posed by the student
- Student Presentation
 - Student discusses the incident from their perspective
 - Information that supports their perspective
 - Questioning of witnesses or presentation of witness statement* (if any)
- Questioning Period (no commentary on the preceding presentation is permitted)
 - Posed by the IHO
 - Posed by the Center for Student Conduct

Closing Remarks (5-10 minutes per presentation)

Each party has the opportunity to give brief closing remarks that summarize the information in

their presentation. Parties should not present new or different information in their closing remarks. The order will be as follows:

- Center for Student Conduct
- Responding Student

Deliberation (10-30 minutes)

At this time, all parties will leave the room and the IHO will deliberate in private. During this phase, the IHO is only deliberating whether it is more likely than not that the Responding Student violated the Code of Conduct.

Announcement of Determination (5 minutes)

After the deliberation period has finished, the IHO will call the parties back into the room and announce their determination. If the student is found not responsible, the hearing is concluded. If the student is found responsible, the parties will move into a Sanctioning Phase (the details of this phase can be found below).

Sanctioning Phase (20-30 minutes total)

Each party has the opportunity to give a short presentation regarding sanctions. An outline of this phase can be found below:

- Center for Student Conduct Presentation
 - Offer sanction recommendations
 - Share any prior conduct the student may have had
 - Provide any factors offered by the student that the Center for Student Conduct considered when reaching their recommendation
 - Share framework that the Center for Student Conduct utilized to reach their recommendation
- Questioning Period by the IHO
- Student Response to the Center for Student Conduct's Presentation
 - Offer thoughts on conduct's proposal
 - Share any mitigating or aggravating factors
 - Can propose alternative sanctions
 - Offer reflections on their actions, anything they've learned, steps the student has taken to address/repair the harm they've caused, etc.
- Questioning Period by the IHO

Sanction Deliberation & Next Steps

At this time the hearing will conclude to allow the IHO to deliberate privately on the sanctioning recommendations. The sanction recommendations will be shared with all parties in a Hearing Report sent no later than 10 business days after the hearing date. The Dean of Students will review this report and the IHO's recommendations. After reviewing the recommendations, the Dean of Students will issue a written decision within 10 business days of receiving the Hearing Report.

***Additional Information on Witnesses**

Once a witness is presented by one party, they will not be called back for additional questions during the other party's presentation. Additionally, please note that any questions posed to a particular witness should be limited to the information specific to them, not the case generally.