

Process Overview: Conduct Conference/Hearing Process

Following the Formal complaint and the investigation, the Investigation Report is referred to the Office of Student Conduct.

The Office of Student Conduct sends an email to the parties and their advisors with:

- A copy of the investigation report and associated evidence
- The date, time, and location of the Pre-Hearing Conference/Pre-Conference Meeting
- The date, time, and location of the Hearing/Conduct Conference
- A request for information from the parties (do you have an advisor*, what witnesses would you like present at the Hearing/Conduct Conference, etc)

** If a party does not have an advisor, one will be assigned to them before the pre-hearing meeting.*

Pre-Hearing Conference/ Pre-Conference Meeting:

The Parties, their advisors, the Hearing Officer/Conduct Case Manager, and the University meet to go over what to expect during the Hearing/Conduct Conference and answer any questions about the process

Hearing/Conduct Conference:

Both parties are given an opportunity (but are not required) to:

- Make an opening statement
- Answer questions from the hearing officer/conduct case manager and/or the other party's advisor
- Ask questions of the other party or witnesses through their advisor
- Make a closing statement

The hearing/conduct conference then closes and the hearing officer/conduct case manager begins deliberations.

The hearing officer/conduct case manager determines whether it is more likely than not the respondent violated University Policy.

If the respondent is found **responsible** for a violation of University policy, the hearing officer/conduct case manager works with the Office of Student Conduct to assign sanctions.

If the respondent is found **not responsible** for a policy violation, no sanctions are assigned.

The parties are notified of the decision of responsibility and sanctions (if appropriate) simultaneously. This letter also includes information about their right to appeal the decision.

Both parties have the right to appeal the decision for one or more of the following reasons:

- 1) procedural error impacted the outcome,
- 2) new evidence is now available that would impact the outcome, or
- 3) bias or a conflict of interest impacted the outcome.

If an appeal is received, it is referred to an appeal officer for review and the decision of the appeal officer is final.