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## FORMAL HEARING PROCESS OVERVIEW & PREP CHECKLIST

The information below is intended as recommended guidance in the hearing process. For additional details regarding the hearing process, please review the [Student Code of Conduct](#). Any questions regarding the conduct process should be directed to the Office of Student Conduct in 200 Ruby Jones, 610-436-3511. *Please note that this checklist is not intended for cases involving alleged violations of 23. Sexual Misconduct.*

1. **Request Witnesses:** Consider who may have critical information regarding the incident that would be important for the hearing officer/board members to hear from in determining responsibility for the alleged violations.  
 A. If you want to include any witnesses on your behalf, you must provide the names and contact information to the Office of Student Conduct no later than two days after receipt of the Notification of Hearing Letter, as outlined in your letter.
  
2. **Select an Advisor:** You have the right to be assisted by one advisor during the hearing. The advisor may only consult and interact privately with you. This person cannot actively participate in the hearing (i.e. ask questions of the other party or any witnesses).  
 A. Your advisor could be a family member, friend, attorney, etc. A witness cannot serve as an advisor.  
B. You can also select to have a trained hearing advisor who is well-versed in student conduct proceedings and process. Please consult the [Policy and Process Advisor Information](#) to find contact information.
  - i. *Policy & Process Advisors hold other positions at the University and will have other time commitments outside of their advisor role. The Office of Student Conduct recommends reaching out to 1-2 possible advisors within 24 hours of receiving notification to schedule an appointment.*
  
3. **Schedule a Pre-Hearing Meeting:** It is highly recommended that you schedule a meeting with the Office of Student Conduct prior to your scheduled hearing to understand the process and to ask any questions you may have. It is important that you understand the meaning of the alleged violation(s) and what to expect in the hearing process. To schedule a meeting, contact the Office of Student Conduct at 610-436-3511.
  
4. **Understand the Flow of a Hearing:** A hearing flow chart is provided below and an outline of the hearing procedure is in the [Student Code of Conduct](#). Please note the hearing facilitator will indicate when it is your turn to ask questions or to present information. Do not interrupt or argue with another person giving testimony.
  
5. **Review Material in Advance:** Hearing material will be shared with you through a secure SharePoint file in advance of the hearing. This hearing packet is the same information that will be provided to the hearing officer/board members. It is beneficial to spend time familiarizing yourself with the information so that you can refer to information included in the packet during the hearing.

6. **Prepare Information for the Hearing:** You should prepare notes in advance of the hearing. There will be several components of the hearing where you will be asked for specific information. Consider preparing the following components:

A. **Response to the Alleged Violations:** At the start of the hearing, you will be asked for your response to the violations. You should determine in advance which violations you plan to accept responsibility for and which you believe you are not responsible for.

B. **Presentation of Case:** You will be asked to share your response to the alleged violations and perspective on the incident. This is your opportunity to present information you believe illustrates why you are not responsible for the alleged violations. This information should focus on the FACTS of the case and should highlight information regarding disputed components of the case.

C. **Questions for Involved Parties:** You will have the opportunity to ask questions of all witnesses as well as the University Representative. Preparing questions for these individuals in advance can be helpful to insure all the relevant information to the case is shared and reviewed during the hearing.

D. **Closing Statement:** At the end of the hearing, you will have a chance to give a closing statement. This statement should summarize what you believe are the most impactful pieces of information about the incident and the important details that have been shared during the hearing. Although it may not be possible to write the whole statement in advance of the hearing, it can be helpful to draft initial notes in advance of the hearing.

7. **Familiarize Yourself with Support Options:** In cases where the complainant and respondent are both students, both parties are typically in the same room during the hearing. If you have concerns about this, please contact the Office of Student Conduct at 610-436-3511 as soon as possible to discuss possible support option. This may include room dividers, virtual participation options, and/or alternate methods of providing information.

8. **Know Your Rights & Options:** During the hearing process, you have several rights and options that are important to be aware of. You should review the [Student Code of Conduct](#) for a full review of these rights. Several important components have been highlighted below.

You have the right to:

- A. Speak or not speak on your own behalf. If you decline to speak, it will not be inferred that you are accepting responsibility for the violations.
- B. Rebut any statements made or presented during the hearing.
- C. Question all parties who provide testimony.
- D. Examine all written material.

Additionally, please note:

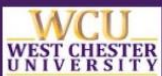
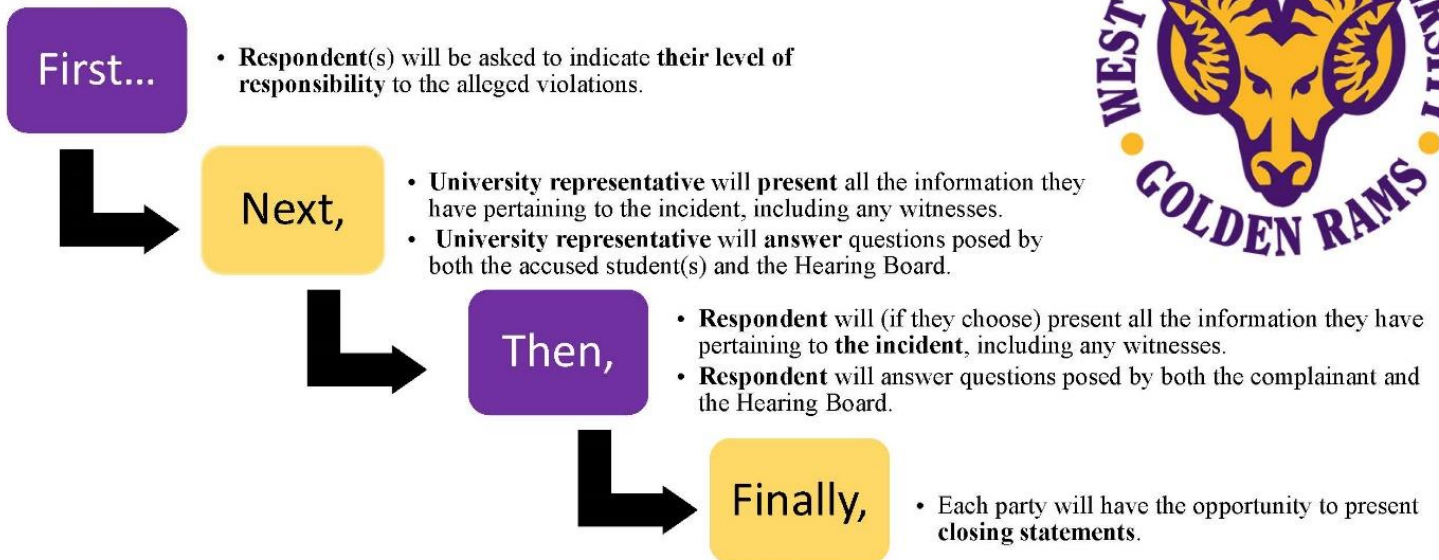
- E. If you have prior conduct history, the hearing officer or board members will not receive this information until after a determination of responsibility has been made for the alleged violations.

- i. *If there is a finding of responsibility, prior conduct history is utilized in determining appropriate sanctioning.*
- F. You have the right to appeal the outcome of the hearing. You must file a written appeal with the Office of Student Conduct within five (5) University business days from the date noted on your Notification of Hearing Outcome letter.
  - i. *After a decision has been determined, you will receive a written Notification of Outcome Letter. This letter will include the determination of responsibility and any sanctions imposed, if found responsible. Information about the process to appeal will also be included.*

**Remember: Be a participant, ask questions, and seek advice!**

# Hearing Process

\*Please note that this flowchart is not intended for cases involving alleged violations of 23. Sexual Misconduct.



The Office of Student Conduct ([www.wcupa.edu/CONDUCT](http://www.wcupa.edu/CONDUCT))

