

## Hearing Procedure Expectations

### Respondent Expectations

1. The Respondent is entitled to written notice of the allegation(s) against them. The Respondent will be sent a Notice of Complaint generally providing two (2) Business Days' notice before an initial meeting with a Student Conduct Administrator.
2. The Respondent may request reasonable accommodations during University Student Conduct Code procedures. The Respondent should contact the Office of Disability Resources to discuss their access needs.
3. The Respondent may choose a Support Person at their own expense, for example, a friend, faculty member, advisor, or parent. The function and role of the Support Person is to provide support, advice, or assistance to the Respondent. The Support Person shall not be permitted to actively participate in any part of the procedure and may not serve as a fact Witness or a party in the proceedings. Therefore, if the individual witnessed the events at issue or has other information relevant to the factual circumstances, they may not serve as the Support Person. For cases being resolved through an SCB Hearing, each party must provide the name, email, and telephone number of their Support Person. OSCCS will provide due dates for these materials.
4. The Respondent is entitled to present Witnesses, documents and information relevant to the Complaint.
5. The Decision-Maker (e.g., OSCCS, SCB Hearing Panel, or another Student Conduct Administrator), must find in favor of the Respondent unless the evidence establishes that the Respondent more likely than not engaged in conduct in violation of the Code.
6. No Respondent shall be subject to more than one SCB Hearing on a Charge(s) resulting from any act or series of related acts alleged in violation of the Code.
7. The Respondent will be notified of the final decision of the case.
8. A Respondent found responsible for a Code violation(s) may appeal the decision within the timeframe specified by the Code.

### **Complainant Expectations**

1. A Student Complainant may request reasonable accommodations during University Student Conduct Code procedures. The Student Complainant should contact the Office of Disability Resources to discuss their access needs.
2. The Complainant may choose a Support Person at their own expense, for example, a friend, faculty member, advisor, or parent. The function and role of the Support Person is to provide support, advice, or assistance to the Complainant. The Support Person shall not be permitted to actively participate in any part of the procedure and may not serve as a fact Witness or a party in the proceedings. Therefore, if the individual witnessed the events at issue or has other information relevant to the factual circumstances, they may not serve as the Support Person. For cases being resolved through an SCB Hearing, each party must provide the name, email, and telephone number of their Support Person. OSCCS will provide due dates for these materials.
3. The Complainant is entitled to present Witnesses, documents and information relevant to the Complaint.

### **Witness Expectations**

1. A Student Witness may request reasonable accommodations during University Student Conduct Code procedures. The Witness should contact the Office of Disability Resources to discuss their access needs.
2. The Witness may choose a Support Person at their own expense, for example, a friend, faculty member, advisor, or parent. The function and role of the Support Person is to provide support, advice, or assistance to the Witness. The Support Person shall not be permitted to actively participate in any part of the procedure and may not serve as a fact Witness or a party in the proceedings. Therefore, if the individual witnessed the events at issue or has other information relevant to the factual circumstances, they may not serve as the Support Person. For cases being resolved through an SCB Hearing, each party must provide the name, email, and telephone number of their Support Person. OSCCS will provide due dates for these materials.

**Additional Information**

- I. Student Conduct Administrators will communicate with Students through their official University email address. Students are expected to check their official University email address on a regular basis.
  
- II. A Student may be given the opportunity to waive specific expectations, in writing, to expedite the resolution process, if appropriate, as determined by the Director of OSCCS or their designee.