



Office of Residential Life

What to Expect at a University Hearing Panel Hearing

Rooms used for University Hearing Panel (UHP) hearings will be notated on your hearing notification. Refer to the notification for the date, time and location of the hearing. Please arrive 10 minutes prior to the scheduled hearing time.

Before arriving for the hearing:

- Respondents should dress appropriately for the hearing.
- Respondents are responsible for notifying his/her witnesses of the hearing time and location, when applicable.
- Respondents should read through all incident reports.

While in the waiting room the following will happen:

- The Panel Chair will greet everyone.
- The Panel Chair will escort respondents to the hearing room while witnesses will wait.

The format of the hearing is as follows:

- The Panel Chair introduces him/herself.
- The remaining UHP members introduce themselves.
- The Panel Chair will ask respondents to introduce themselves.
- The Panel Chair will pass out a Hearing Form to indicate what each respondent is charged with.
- The Panel Chair will read aloud the charges from *The Source* and ask if there are questions.
- Respondents will be asked to mark their plea for each charge and sign the form.
- The Panel Chair will collect the Hearing Forms.
- The Panel Chair will ask if there are any factual changes that need to be made.
- The Panel Chair will ask the respondents to explain in their own words what occurred.
- The Panel Chair will escort witnesses to the hearing room.
- The Panel Chair will open the proceedings to general questions from the panel.
- A recess may be called at any time by the Panel Chair. If a recess is called all respondents and witnesses will be asked to wait in the waiting room.
- When the board is ready to resume questioning, the Panel Chair will escort the needed parties back to the hearing room.
- After the questioning is finished, the Panel Chair will ask for any closing statements.
- The Panel Chair will dismiss the hearing.

After the hearing:

- The board will deliberate and inform the UHP advisor of the outcome.
- All respondents will be notified of the outcome in a meeting with the Director of Residential Life.