

ADMINISTRATIVE HEARINGS

In order to provide equity and efficiency in the administration of conduct procedures, the following guidelines for the operation of Administrative Hearings have been created. Administrative Hearings will be facilitated by an administrative hearing officer which may be the Director of Student Rights & Responsibilities, the Dean of Students or an appointee by the Dean of Students.

PROCEDURES

The administrative hearing shall be conducted in accordance with the following general format:

1. Introductions and a review of confidentiality.
2. The incident report shall be shared along with a review of the charges against the student. The student may share whether they concur with the charges or not. If the student concurs, the administrative hearing officer shall then consider the charges accurate and hear any information which the student may present in mitigation or explanation.
3. If the student does not concur, the student will be invited to present any relevant evidence, witnesses, or information they may have.
4. The student may ask questions of the administrative hearing officer. The administrative hearing officer may ask questions of the student charged as well as of any witness testifying at the hearing.
5. The student will be excused.
6. The administrative hearing officer will deliberate and formulate their findings and recommendations based on a preponderance of the evidence standard.

POST HEARING

The findings and recommendations of the administrative hearing officer will be emailed in writing to the student within 48 hours.

FINDINGS AND RECOMMENDATIONS

After hearing a case, the administrative hearing officer may decide as follows:

1. Not responsible for a violation: No violation has been proved based on a preponderance of the evidence.
2. Responsible for a violation: A violation has been proved based on a preponderance of the evidence. In this case, the Board may impose a number of sanctions, individually or in a combination, including:
 - a. warning: an official reprimand in writing, delivered to the student and placed in the student's file.
 - b. probation: a condition which stipulates that any further violations of regulations may result in a suspension. Length of probation will be specified.
 - c. probation with terms: a condition which adds to regular probation stipulations that may deny the student certain privileges or requires certain action of the student.
 - d. restitution or reimbursement: for damages or misappropriation of property.
 - e. assigned work: educational exercises or physical labor.
 - f. recommendation for suspension: separation from the University for a definite or indefinite period of time.
 - g. other action that may seem appropriate for any given case.