

Preliminary Procedures

1. The Associate Vice President for Student Affairs and Development or his/her designee shall have notified the student or students in writing as to the time and place of the hearing to be held by the university committee for student disciplinary matters and of the nature of the problem or charge and the information against the student or students.
2. Notification to the student (s) shall be made at least three days before the hearing is to be held. The student will meet the Associate Vice President for Student Affairs and Development or his/her designee to discuss the hearing process and sign a hearing checklist form. In the student's absence, a written report of the facts of the case and all related documents will be presented and reviewed by the University Disciplinary Committee and a decision will be made as to whether or not a violation of misconduct occurred and an appropriate sanction will be levied at that time.
3. The Associate Vice President for Student Affairs and Development and other persons on the staff shall provide the committee with a written report of the facts of the case.
4. If so desired, the student(s) may be accompanied at the hearing by a member of the faculty, staff, fellow student or any third party approved by the University. Written approval must be secured two working days prior to the hearing.
5. Persons accompanying the student may advise but not represent and may not address the Committee in any fashion without permission from the Chairperson.
6. Due to the delicate nature of the hearing, and because of the need to protect confidential records and the alleged victim, these meetings shall be otherwise closed.