

HEARING INFORMATION CHECKLIST

The following is a list of topics that will need to be discussed with a student planning to attend a High Point University Hearing Board:

The student will attend:

- Conduct hearing Title IX Hearing board
 Honor hearing Bias Hearing Board
 Sanctions Only hearing

other _____

Initials _____ Date _____

Discuss the hearing process and provide a copy of the appropriate script to the student.

Initials _____ Date _____

Let student know that hearing materials will be available before their hearing date to pick up in person or sent electronically.

Initials _____ Date _____

Review minimum and maximum sanction possibilities as outlined in the Guide to Campus Life for the particular charge(s).

Initials _____ Date _____

Student elects or declines a student process adviser. Students participating in a Title IX Hearing Board will be able to select an adviser.

Initials _____ Date _____

TIPS AND EXPECTATIONS

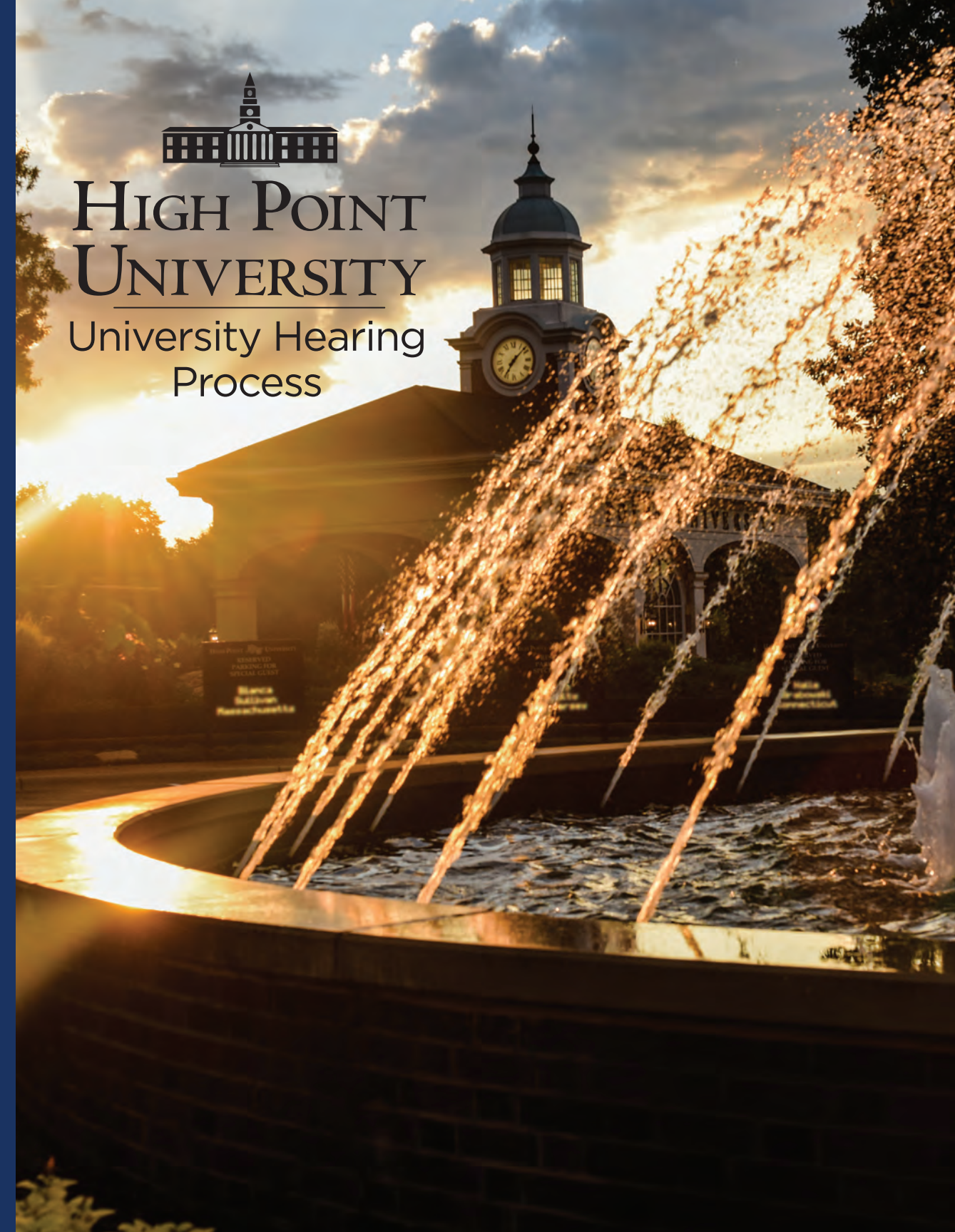
- A hearing is a formal proceeding that should be taken seriously.
- Dress appropriately. We suggest business casual.
- Arrive on time. If you are not there at the designated time, the case will proceed in your absence.
- Be truthful. Remember that both you and your witness(es) are expected to be honest at all times. Providing false information is a violation of the Code of Conduct and will result in additional charges and sanctions.
- Come prepared. You are your best defense. Proper planning prevents poor presentations.
- Witnesses cannot not be “character witnesses” and should have pertinent information regarding the incident in question. Witnesses are only allowed in Conduct, Honor, Bias, and Title IX Hearing Boards.
- Ask questions. If you have questions regarding the hearing process and your rights/roles, please contact the Office of Student Life as soon as possible.
- No electronic devices are allowed to be used in a hearing by the justices, students or student process advisers unless approved by the Office of Student Conduct and/or the Office of Accessibility Resources.

HIGH POINT UNIVERSITY

If you have any questions about High Point University’s Hearing process, please contact the Office of Student Conduct at: 336-841-9231 or come visit us on the 3rd floor of the Slane Center.

One University Parkway, High Point, North Carolina 27268

www.highpoint.edu/studentconduct



HEARING FAQ

Frequently Asked Questions:

What is the role of the student process adviser?

The role of the adviser is to help the student through the hearing process. He or she should not write the student’s presentation or speak on the student’s behalf in hearing. Title IX advisors shall be permitted to conduct cross-examination of other parties in a Title IX hearing on behalf of their advisee.

How do I contact my student process adviser?

The student process adviser’s information will be provided via email shortly after the conduct meeting in the Office of Student Life. It is up to the student to schedule a meeting and review the hearing documents with their adviser. For Title IX Hearing boards the advisor can be anyone of the student’s choosing. A list of advisers can be provided for you if you do not have an adviser in mind.

What if I want to appeal the Board’s decision?

You have the right to appeal to the Executive Committee within 5 calendar days of your hearing outcome. This appeal is in written format and the link to appeal will be provided in your hearing outcome letter.

Will my parents be notified of the hearing outcome?

Depending on the type of charge, parental notification will be included as part of the sanctioning. Parental Notification is not able to be challenged for alcohol and controlled substance violations.

Where is hearing held?

A hearing may occur in person or virtually at the discretion of the Director of Student Conduct. The hearing notification will be email will share where and when the hearing shall occur, as well as the charge(s) that will be reviewed. Reasonable accommodations may be requested with the Director of Student Conduct.

What if I don’t attend my scheduled hearing?

A student will be contacted before a hearing begins regarding when and where hearing is held. If the student does not respond or does not show up after 15 minutes, the hearing will proceed in their absence. By being absent, the student has accepted responsibility for their charge(s).

If I want to accept the charges and/or sanctions and cancel my hearing, what do I do?

Please notify the Director of Student Conduct as soon as possible so they adjust the schedule accordingly and schedule a meeting with the student. (Not applicable to Title IX Hearing Boards)

What if I want to change the type of hearing I am attending?

Please notify your student process adviser or the Director of Student Conduct at least 3 days prior to the scheduled hearing. Justices or paperwork will need to be adjusted before your hearing. This does not apply to the Title IX Hearing board or Honor hearing.

Can my parents or a lawyer attend hearing with me?

Unfortunately, parents or lawyers are not permitted in a hearing but can be outside the room. If you are participating in a Title IX Hearing board, you may elect an adviser of your choice.

Where do I pick up my hearing packet?

The student will receive an email with relevant hearing documents. If information cannot be sent via email, the student will receive instructions to collect their hearing packet at the front desk in the Office of Student Life.

HEARING PROCEDURE - WHAT TO EXPECT:

Opening Statement

The opening statement is a brief overview about why the hearing has been brought together. Example: "I am here to show you that I am not responsible of my Conduct Code violation."

Presentation

This is your opportunity to tell your side of the story. During this time the justices will have the ability to ask you questions.

Closing Statement

These are any last statements to close proceedings. Example: Thank you for listening to my presentation. I hope I have provided some insight into why I should not be found responsible.

Deliberations

Once the closing statements are over, the justices will deliberate on the information that has been presented. They will decide on an outcome of responsible or not responsible and hand down the sanctions they believe appropriate.

HEARING TYPES

1 Conduct Hearing

This hearing consists of the hearing chair, two faculty justices and two student justices. In this type of hearing, witnesses are permitted but only those who can speak to the incident itself. No character witnesses are permitted. This hearing allows the student to plead their case in regards to responsible or not responsible.

3 Honor Code Hearing

This hearing reviews allegations of honor code violations. The hearing consists of one hearing chair, two student justices and two faculty justices.

4 Title IX Hearing

This board consists of two faculty/staff justices, and one hearing chair who will determine responsibility. The assigned investigator may also be present but shall not participate in deliberations.

2 Sanctions Only Hearing

This hearing consists of the hearing chair, one faculty justice and one student justice. In this type of hearing no witnesses are permitted from either side. Since the student has already accepted responsibility for the charge(s), only sanctions will be discussed.

5 Bias Hearing

The panel of Justices for Bias hearing session is comprised of one hearing chair, two student justices, and two faculty justices. This hearing reviews allegations of bias related conduct violations.

WHAT YOU NEED TO KNOW AND REMEMBER WHEN GOING TO A HEARING...

Standard of Proof

All students are presumed "Not Responsible" until or unless determined "Responsible" by the hearing board. Determinations of responsibility are made using a preponderance of the evidence or what is "more likely than not."

Witnesses and Evidence

Prior to the scheduled date and time of the hearing, you will be given the opportunity to provide a list of witnesses and any additional information. The list of witness and additional information, such as written statements or evidence, must be submitted at least 3 days prior to the student hearing or Title IX Hearing Board. Information received after the 3-day deadline will not be permitted. You can submit information regarding the incident any time between the initial report and up to 3 days prior to the scheduled hearing.

Appeal Process

A student has five days from their hearing date to file their written appeal. During that time, a student should still attend class and continue their normal routine. A student's sanctions are held until the Executive Committee has heard the appeal. Once the appeal has been heard, the student will receive the outcome via email. The decision of the Executive Committee is final.

CONDUCT HEARING AND APPEAL PROCESS

(NOT APPLICABLE TO TITLE IX HEARING BOARDS)

