Student Conduct Hearing Administrator Training

Department of Student Conduct and Community Standards
Title IX Office
Human Resources
Ethics and Compliance
Office of the General Counsel
Victim Advocate Program
Hearing Decorum
Do’s and Don’ts

• Do make yourself available to your student during the hearing for communication.
• Do suggest a break if your student seems to be stressed, upset or needs a moment.
• Do work with your student PRIOR to the hearing about process questions or concerns (3 days)
• Ask relevant, respectful, and non-abusive questions (If applicable)

• Do not speak on behalf of your student in a meeting.
• Do not take overly excessive breaks.
• Do not raise objections at the hearing.
• Do not interrupt or interject when your student is being questioned – all relevancy concerns are raised by the student and determinations made by the hearing administrator
Take Aways

• Does your student need accommodations?
• Do you have any conflicts of interest?
• Are you available on the meeting or proceedings date?
• Has your student submitted the advisor form?