

Conduct Hearing Advisors FAQ

All questions on Student Conduct Hearing Panel hearings may be emailed to OSCP@westernu.edu

1. A student has approached me requesting my assistance as an Advisor in a student conduct hearing panel process. What should I do?

Immediately review this guide and associated policies and procedures to understand the general aspects of the Conduct Process, especially the role of an Advisor.

Discuss the request with the student and provide your decision as soon as possible. Students should submit a Conduct Hearing Advisor Request form to OSCP identifying an Advisor and secure authorization within the requisite time frames in advance of the scheduled hearing. Policies related to Student Conduct can be found in the University Catalog and also in the College Catalogs, as appropriate.

Note: if you may be a witness to the alleged conduct at issue, you may not serve as an Advisor.

2. I have been authorized to be a Conduct Hearing Advisor. How should I help the student prepare?

Meet with the student and thoroughly discuss the Notice of Hearing and relevant policies and/or procedures at issue. This could include:

- Reviewing the Notice of Hearing and relevant policies and procedures
- Assisting in gathering relevant evidence and information
- Assisting in identifying relevant witnesses and/or affidavits
- Assisting in drafting pertinent witness questions
- Reviewing a student's opening and/or closing statement
- Assisting in identifying alternative sanctions

3. Does being authorized as a Conduct Hearing Advisor mean I present information or evidence on behalf of the student?

No. Students are personally responsible for presenting their own evidence and information. An Advisor should not present evidence or information, verbally or in writing, at any point in this process.

Authorized Advisors may accompany a student to any conduct proceeding and advise the student during the process and are expected to adhere to confidentiality and privacy expectations related to their role and refrain from any behavior that could compromise the conduct process.

4. I would like to review the evidence being considered in this matter. How do I request it?

Students are provided any available documents the Panel intends to review at least three (3) days in advance of the hearing, unless otherwise stated in the Notice of Hearing. If an Advisor would like to receive copies of Notices, the student should indicate that selection on the Conduct Hearing Advisor Request form.

5. Are there protections for the student during the process?

Yes. Students have a number of rights enumerated in the University student catalog, including written notice of allegations, the right to request an Advisor, the right to present evidence and/or witnesses, the right to question witnesses, written notice of the decision, and the right to request an appeal as related to certain sanctions, in accordance with the Student Appeal Process specified in the University Catalog.

6. What is the burden of proof in the student conduct hearing panel process?

Whether it is more likely than not that a violation occurred. Refer to the University student catalog for further information.

7. What kind of evidence or information can a student submit to the Panel?

Evidence the student believes is relevant to the nature of the allegations, including documents, affidavits, witnesses, and witness statements.

8. I need to advise the student during the hearing. Can I speak directly to the student?

Advisors may confer quietly with their student as necessary, as long as they do not disrupt the process. For more involved discussion, a student may ask for a brief recess in a private setting to consult with their Advisor.