



HEARING PANEL COMMITTEE PROCESS GUIDE

Introductions

Closed Session

The chair of the hearing panel committee will begin by making a motion to go into a closed session. Wisconsin Open Meetings Law (WOML) requires each meeting of a government body whose purpose is to conduct official business to be in "open session," which WOML defines to mean a meeting held in a place reasonably accessible to members of the public and open to all persons at all times. Disciplinary hearings are subject to WOML. To respect the privacy of both the reporting and responding parties, we go into a closed session.

Panel Introductions

The committee will introduce themselves and state their role on campus and on the panel.

Purpose and Expectations

Purpose

The chair of the hearing panel committee will inform you that the purpose of today's hearing is to provide the responding party with an opportunity to be heard regarding behavior that was reported to the university which alleges that a violation of University of Wisconsin System Chapter 14/17/18 policy occurred.

Expectations

It is the expectation of the committee that all who appear before the committee shall present information that is true and accurate to the best of their knowledge.

Confidential

The committee will stress the importance that the proceedings are confidential and will reiterate that they will not discuss any information outside the hearing setting or within the context of their work on the case. Such behavior is also expected of you.

Standard of Evidence

Decisions about student responsibility for violations of the University of Wisconsin System chapters are determined from information that is available and on a basis of preponderance of evidence, a "more likely than not" standard.

Advisor

The committee will ask both parties if they are being assisted by an advisor. If so, they will provide the advisor(s) of the behavioral and procedural expectations as dictated by UWS Ch. 17.

Clarification

Procedures Utilized

The chair of the panel will ask if there are any questions regarding the procedures that will be utilized. This is your opportunity to ask clarifying questions.

Expectations

The chair of the panel will ask both parties if there are any questions regarding expectations of themselves and/or their advisor.

Contestation

The chair of the hearing panel committee will recite the violations for which the responding party has been found responsible and the sanctions that were issued as a result of the finding of responsibility. As the responding party, you will be asked if you have requested a hearing to contest the findings, the sanctions, or both.

Presentation of Case

During the hearing, both sides will present their case. In all cases, the complainant bears the burden of proof. The process will proceed as follows:

- I. Complainant
 - a. Statement by complainant
 - b. Questioning of complainant by hearing committee
 - c. Questioning of complainant by respondent through hearing committee
 - d. Statement of complainant's witnesses
 - e. Questioning of witnesses by hearing committee
 - f. Questioning of witnesses by respondent through hearing committee
 - g. Questioning of witnesses by complainant through hearing committee
- II. Respondent
 - a. Statement by respondent
 - b. Questioning of respondent by hearing committee
 - c. Questioning of respondent by complainant through hearing committee
 - d. Statement of respondent's witnesses
 - e. Questioning of witnesses by hearing committee
 - f. Questioning of witnesses by complainant through hearing committee
 - g. Questioning of witnesses by respondent through hearing committee

Final Questions

The chair of the hearing panel committee will make one more request for additional questions by either party.

Summary Statements

Before moving to summary statements, the chair of the hearing panel will ask if either party would like to take a few minutes to prepare remarks. If neither party would like a break, the proceedings will continue. The complainant will begin with their summary statements followed by the respondent.

Closing

All parties will once again be reminded of the standard of evidence on which the hearing panel committee will base their decision. The chair of the hearing panel committee will then inform the responding party that he/she/they should receive a decision regarding their case in 10 days (academic misconduct) or 14 day (nonacademic misconduct).

Other Important Information

To learn more about the hearing panel committee process or to ask procedural questions, please refer to the Student Life Specialist in the Student Life Office. You may set up an appointment to meet with him by calling the Student Life Office at 608.785.8062.

Please show up to your hearing panel no later than 5 minutes before the start. This will enable you time to get comfortable, rid yourself of any nerves you may be feeling, and provide an opportunity to make sure technology is working properly (if applicable).

If a party fails to appear at a scheduled hearing, the hearing panel committee may issue a decision based upon the information available.

Please submit a list of all witnesses you wish to call upon at your hearing no later than 2 days prior to your scheduled hearing.

The hearing panel committee shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.

