

A. Administrative Hearing

1. The Director of the Office of Judicial Affairs (or designee) selects at least one person in an administrative capacity at the University to provide a disciplinary hearing opportunity for a current (or former) student with pending campus disciplinary charges.
2. The administrative hearing officer will set up a hearing for the student. If the student does not reply, or does not show up, a hearing may be held in their absence.
3. The administrative hearing officer may request (but cannot require) attendance of University officials, students, named witnesses, or any other identifiable relevant person to an administrative hearing.
4. Prior to the administrative hearing, the Office of Judicial Affairs will provide the student and the administrative hearing officer with:
 - a. Alleged Student Code of Conduct charges
 - b. All available information relevant to the incident(s)
 - i. Personally identifiable information of other persons within reports may be redacted
5. The student may utilize an advisor, but no person may represent the student except the student themselves.
6. At the discretion of the administrative hearing officer, the student may ask questions of University officials, students, named witnesses, or any other identifiable relevant persons attending their administrative hearing.
7. The administrative hearing officer has the authority to remove any person from the administrative hearing who they believe is exhibiting behavior not conducive to the administrative hearing.
8. Administrative hearings are closed to the public, and are not required to be recorded.
9. An administrative hearing officer must write a recommendation to the Office of Judicial Affairs within five school days of the hearing. The recommendation is based on a preponderance of the information (i.e. “more likely than not”) that a student is:
 - a. Not Responsible for alleged charges of the Student Code of Conduct
 - b. Responsible for at least one alleged charge of the Student Code of ConductThe administrative hearing officer may add or amend charges based on the information covered during the administrative hearing.
10. If there is a finding of ‘responsible’ for any of the alleged Student Code of Conduct charges, the administrative hearing officer may recommend educational sanctioning as described in the Student Code of Conduct to the Office of Judicial Affairs.
11. A written decision (including e-mail) must be provided to the student by the Office of Judicial Affairs within ten school days after the administrative hearing. The decision letter must include a date by which an appeal may be accepted.
12. A student may appeal an administrative hearing decision by writing to the Director of the Office of Judicial Affairs (or designee) prior to the due date provided within the decision letter.
13. The Director of the Office of Judicial Affairs (or designee) may authorize extended due dates based on extenuating circumstances.