



University Hearing Panel
(UHP) will issue an outcome
in the case.

UHP Guide for students

You have requested that the LSU University Hearing Panel convene to re-hear your case. This means that a **new** decision will replace the previously issued outcome.

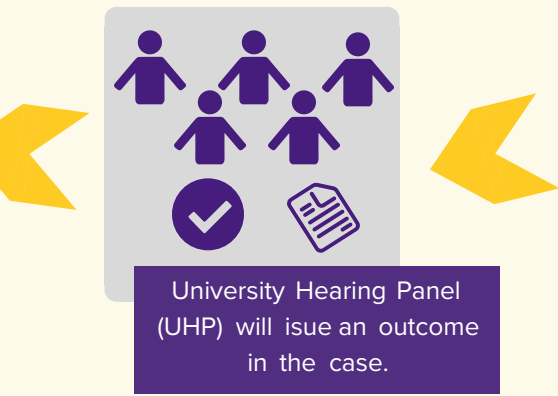
If you no longer wish to proceed, tell SAA.



This guide contains:

- Overview of what to expect
- Checklist of action items for you
- Agenda for hearing
- Tips
- After the hearing





University Hearing Panel

what to expect:

As you begin to prepare for the University Hearing Panel (UHP), there are a few things that you should know about the hearing:

- The UHP is made up of 3 to 5 faculty, staff and students.
- The UHP will have a Chair who will preside over the hearing and provide direction to you throughout.
- You have the right to ask questions of each material observer, however, all questions must be directed to the Chair of the UHP.
- You can review your file in advance of the UHP and a copy will be provided to you during the hearing.
- Most hearings last 2.5-3 hours.
- The hearing follows a script and the agenda on the next page will help you know which steps come next.
- You will be asked to prepare a statement to be read or stated to the panel; the statement should be your account of what happened.
- Character references are not presented until after the UHP finds a charged student responsible for a violation.
- You will learn the outcome at the UHP and then will receive a letter with details.
- You have the right to one advisor and may bring that person with you to the hearing. The advisor (even if an attorney) may not represent you. The advisor may not be directly involved in the case and may not serve as a material observer. Please see Tips for more information.

This guide was designed to assist you in preparing for the hearing. Following the steps outlined does not guarantee a particular outcome and these steps are not entirely outlined in the Code of Student Conduct. If you have questions in advance of the hearing or during the hearing - ask!

Please see the LSU Code of Student Conduct sections 6.3, 6.6, 8.2, and 9.0 for full details on the procedures governing the University Hearing Panel.



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action items:

Below you will find a checklist of actions that you should complete prior to the hearing in order to be fully prepared to participate:



Make an appointment with SAA to review your file in advance of the hearing and discuss the hearing process.



Begin to consider what information you need to present to the hearing panel. You may submit information at least one business day in advance of the UHP. Email information (documents, photos, etc.) to SAA.



Read the UHP letter to see who is being called to present information as a material observer. Consider if you would like to call additional people to share first-hand knowledge of the incident(s) in question. You will submit the names of material observers to SAA at least one business day in advance of the UHP. Please contact the material observers you want to participate to let them know when and where the hearing will be conducted.



Most hearings last 2.5-3 hours. Be prepared to participate for this length of time by clearing your schedule of other obligations. SAA does consult your course list and we do not write absence from class letters.

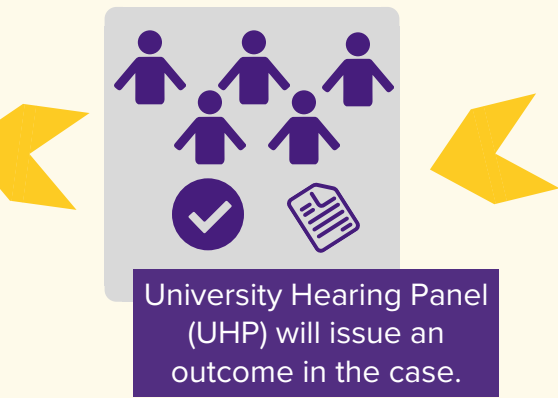


You will prepare a statement to share with the panel of your account of what happened. This statement comes near the beginning of the hearing and should focus on the incident in your perspective.



Begin preparing questions for the SAA Official and material observers. Having some questions written out can be helpful. You will direct all questions to the UHP Chair.

If you have any questions or need to share any information please contact SAA at dossaa@lsu.edu.



University Hearing Panel

hearing agenda:

- The UHP Chair will start the hearing off with important procedures and information. Then each person will introduce themselves by providing their name and role in the hearing. Example: "Name, Charged Student" or "Name, Panelist."
- The UHP Chair will read aloud the full description of the charge(s) in this case and the charged student will be asked if they are responsible or not responsible for each charge. At this time, the charged student may indicate responsibility for some charges, but not all. This is okay. No justification is needed at this time.
- The SAA Official (hearing officer) will provide an overview of the case information and timeline of the case. The hearing officer may walk the panelists through the packet of information.
- Panelists will ask any questions of the SAA Official.
- The Charged Student will ask questions of the SAA Official - direct questions to UHP Chair.
- The Charged Student may offer a personal statement at this time. This is a good time for the charged student to walk the panel through what happened from their perspective.
- Panelists will ask any questions of the Charged Student.
- The UHP Chair will then call Material Observers. The first will be the reporting party (in academic cases, this may be the faculty member), followed by any others.
- Each material observer will provide a statement. Panelists will ask any questions they have.
- The Charged Student will provide questions to the UHP Chair either verbally. This is not the time for rebuttal statements, only questions.
- The Charged Student provides a closing statement. There is no need to be repetitive, this statement should summarize any key points in the case and include any rebuttal statements.
- The panel will move into executive session and determine an outcome of responsible or not responsible for each charge.
- The Charged Student will hear the outcome and if found responsible, will be asked to share any mitigating factors. If found not responsible on all charges, the hearing will conclude and a letter will be sent to the student summarizing the UHP outcome.
- The panel will then return to executive session to determine outcomes. At this time, prior history of misconduct will be taken into account by the panel.
- The Charged Student will return to hear the outcome. This will conclude the hearing.
- A letter will be sent to the student summarizing the UHP outcome.

University Hearing Panel

tips:



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Advisors

Advisors as defined in the Code: An individual allowed to offer support to a Charged Student or RSO during the Accountability process. An Advisor may not have personal involvement regarding any facts or circumstances of the Charge.

- 1) Advisors can be a parent, friend, faculty member, academic advisor, coach, student organization advisor, attorney, etc. Advisors may not serve as material observers too.
- 2) The advisor's role is to offer **support** to the student, not to participate in the hearing or represent the student.
- 3) Advisors may **not** speak on behalf of the student, object in any manner to questions asked or discussions raised. The advisor may **not** interrupt the proceeding. This hearing is for the student to speak on their own behalf.
- 4) The advisor may **assist** the student by helping prepare questions, documents to present, etc.
- 5) The advisor may speak with the student privately at the student's request during a hearing.

Material Observers

Material Observers as defined in the Code: A person who has knowledge of facts or circumstances pertaining to an alleged violation.

- 1) The material observer(s) are instructed to share information of their first-hand knowledge of the incident(s).
- 2) You may submit material observer names and contact information at least one business day in advance of the UHP. SAA will also submit names of material observers.
- 3) Instructors in academic cases will often serve as a material observer.
- 4) SAA will request material observer participation, but cannot guarantee attendance.
- 5) Character statements may only be used in deciding outcomes. This means that a student would be found responsible before character statements are permitted.



Understanding Outcomes

✓ responsible



Outcomes are non negotiable.



You may be assigned to complete an in-person or online ethical decision-making class.

Your accountability file will be maintained for 7 years* from the incident date.

*indefinitely for suspensions & expulsions

The goal is to educate you to help eliminate a subsequent violation.



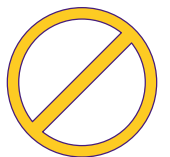
Instructions for completing educational outcomes are attached to your outcome letter.

All outcomes have a due date - if you miss it, a hold will be applied to your LSU account.



* Transcript notations can be removed once the notation deadline has passed.

Descriptions of restrictions are listed in the Code.



Most outcomes are submitted via Moodle or email.



Questions about how to complete your outcome can be sent to dossaa@lsu.edu.



Appeal to the Dean of Students

what to expect:



Student may appeal to Dean of Students based on criteria outlined in Student Code of Conduct.



Evidence of bias by the UHP;



Significant departure from the procedures, definitions or standards in the Code; or



New information has become available since the **UHP**.

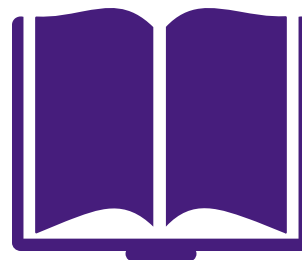
You will prepare a written appeal using a reason outlined in the Code. You may not appeal stating that the outcome is "too punitive."

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The appeal must be submitted to the Dean of Students at the link in the outcome letter within 5 days of the UHP outcome.



While the appeal is being considered, the UHP outcome is suspended.



Code of Student Conduct outlines the appellate process in section 11.4-5.



One of the outcomes could be a new UHP with the same or different panelists.



The Dean of Students will send the outcome via email and the decision in the case ends the accountability process.

Focus on evidence that supports your reason for the appeal.

