



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

# UHP Guide for students

Your case has been referred to a University Hearing Panel. This means that a decision will be issued along with the outcomes for the case.



## This guide contains:

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

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!



# University Hearing Panel

what to expect:



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

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 and/or your Advisor\* 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. A UHP Packet will also be provided to you along with a copy during the hearing.



You will be asked to prepare an opening statement, a personal statement, and a closing statement to be read to the panel; the statements should be your account of what happened.



Most hearings last **2.5 - 3** hours. The hearing is closed to the public and the only permitted recording is by SAA officials.



The hearing follows a script and the agenda on the next two pages will help you know which steps come next.



You will learn the outcome(s) at the UHP and then will receive a letter with details.

Character references are not presented until after the UHP finds a charged student Responsible for a violation.

\*You have the right to one Advisor and may bring that person with you to the hearing. The Advisor (even if an attorney) may participate at the discretion of the student. The Advisor may not be directly involved in the case and may not serve as a material observer. Please see page 5 for more information.

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

# University Hearing Panel

action items:



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## At least five business days in advance of the UHP, you must provide:



The name of your Advisor (if any) who will attend the UHP.



The name(s) of up to 3 Material Observers (if any) and a brief summary of the information that you reasonably anticipate they will provide. Please contact the Material Observers you want to participate to let them know when and where the hearing will be conducted.



A copy of all information (tangible or electronic) that you plan to present to the hearing panel (including, but not limited to: video or audio recordings, photographs, text messages, etc.). Submit all information through the link provided in your UHP notice.



As Appropriate: written justification of your request to recuse any UHP panelist(s) due to Conflict of Interest. The names of panelists will be provided in your UHP Notice. The final decision to recuse a panelist is at the sole discretion of the Dean of Students (or designee).

## Additional Information:



Be prepared to participate for the length of time by clearing your schedule of other obligations. SAA does consult your course schedule.



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

## A Note on Professionalism:



Be on time and be present during the UHP. This means that if the UHP is conducted via Zoom, you are in a quiet location by yourself (with no other people other than your advisor present in the room) and that you are not driving and/or in a moving vehicle.



If you have any questions or need to share any information please contact SAA at [dossaa@lsu.edu](mailto:dossaa@lsu.edu) or via phone at 225-578-4307.



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

# University Hearing Panel

## hearing agenda:

### UHP Procedures I. - IX.

Please note that all portions that include actions from the Charged Student and/or their Advisor are **in bold**.

**I. Introduction of Parties:** 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.**"



**II. Review of Charges:** 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.**

**III. Respondent's Opening Statement:** The Charged Student and/or their Advisor **may offer an opening statement at this time.** This is a good time for them to give an overview of what information they will give in the personal statement. The statement should be 5 minutes or less.



**IV. Case Manager's Presentation of Information:** The Case Manager (hearing officer) will provide an overview of the case information and timeline of the case. The panelists will then ask the hearing officer any questions. This will be followed by **any questions from the Charged Student and/or their Advisor** (direct questions to UHP Chair).

**V. Respondent's Presentation of Information:** The Charged Student may **offer a personal statement at this time.** This is a good time to walk the panel through what happened from their perspective. Panelists will then **ask the Charged Student any questions.**

**VI. Material Observer's Presentation of Information (repeat as needed):** The UHP Chair will then call Material Observers if any. 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 and then panelists will ask any questions they have. This will be followed by **any questions from the Charged Student and/or their Advisor.**



**VII. Final Questions from the panel for any party:** The panel may ask any remaining questions of the Respondent, Complainant, or Material Observers.

**VIII. Respondent's Closing Statement:** The Charged Student and/or their Advisor then **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.



**IX. UHP Deliberation (closed session):** The panel will move into executive session and determine if a violation has occurred (Responsible or Not Responsible for each charge).



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## hearing agenda:

### UHP Procedures X. - XVI.

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**X. Determination of Policy Violations (verbally given):** The Charged Student and/or their Advisor will **hear the outcome**. If found Not Responsible on all charges, the hearing will conclude and a letter will be sent to the student summarizing the UHP outcome.

**XI. Presentation of Prior Conduct Violations and/or Informal Resolutions (if any):** If found Responsible, the panel will present prior conduct violations and/or informal resolutions (if any).

**XII. Respondent's presentation of mitigating factors and/or character statements:** The Charged Student and/or their Advisor **will be asked to share any mitigating factors**. A mitigating factor is a special circumstance or additional information that should be taken into account when determining outcomes.

**XIII. UHP Deliberation (closed session):** The panel will then return to executive session to determine outcomes.

**XIV. Verbal Delivery of Outcome(s) imposed by the UHP:** The Charged Student and/or their Advisor will **return to hear the outcomes**.

**XV. UHP is Adjourned.**

**XVI. Written Notice of Outcome Emailed to Respondent within one (1) business day.**



## Advisors

**Advisors as defined in the Code: An individual that provides support, guidance, and advice to the Student or RSO during any SAA meeting or procedure. An Advisor may not have personal involvement regarding any facts or circumstances of the allegation.**

Advisors can be a parent, friend, faculty member, academic advisor, coach, student organization advisor, attorney, etc. Advisors may not serve as material observers too.

An Advisor may "fully participate"\* in the Accountability Process.

## Material Observers

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

The material observer(s) are instructed to share information of their first-hand knowledge of the incident(s).

Each student will be limited to three material observers. The time limit for statements by Material Observers will be decided by the Panel Chair.

\*Advisors can make opening and closing statements and examine and cross-examine the Case Manager and Material Observers. They may also assist the student or RSO by helping to prepare questions, documents, etc. and they may speak with the student or RSO privately at the student or RSO's request during a hearing.