# WHAT DO I NEED TO DO FOR A HEARING?

## SEND TO HEARING ADMINISTRATOR

The following must be sent to your hearing administrator **within 5 business days** of your informational meeting. Anything sent after the deadline will not be included.



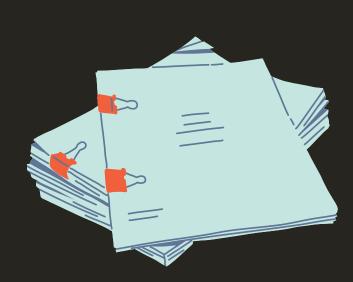


Any documents, videos, photos, etc. that haven't already been included and are relevant to the case.



#### WITNESSES (IF ANY)

Provide witness name(s) and email address(es). Witness(es) will answer questions from you, the complainant, and the hearing body.



#### **HEARING SCRIPT**

Conduct Scripts: (<u>https://wichita.edu/about/student</u>\_ <u>conduct/conduct.php</u>)



Academic Integrity Scripts: (<u>https://wichita.edu/about/student\_</u> <u>conduct/ai.php</u>)

#### ETIQUETTE

Participants should only talk/ask questions when prompted in the script or by the hearing chair.

The hearing packet will be sent to your Shocker email before the hearing. Make sure to review the packet. In preparation for the hearing, don't forget to:

- 1. Create an opening and closing statement.
- 2. Write down questions, relevant to the case, for all parties.
- 3. Read through, familiarize self with the hearing script.

# HEARING DAY SET-UP

Be 10 minutes early and have the most updated version of Zoom. Set up a quiet, private space, for yourself, for the hearing. Camera should be on and mic should be muted when not speaking.



#### QUESTIONS OR UPDATES?

Communicate both, in a timely manner, to your hearing administrator.

### www.wichita.edu/studentconduct