

# WHAT DO I NEED TO DO FOR A HEARING?

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## 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.



### RELEVANT MATERIALS

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:  
(<https://wichita.edu/about/student-conduct/conduct.php>)

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

## ETIQUETTE

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



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## PREPARE & REVIEW

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.

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## 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.