

UWSP Hearing Checklist

Beginning

- Hearing Chair/Examiner opens meeting—moves to go into closed session
- Hearing Chair/Examiner introduces hearing, including parties and panelists, and reviews procedure

Opening Statement – Investigating Officer or Complainant

- Investigating Officer presents investigative report and makes opening statement
- Hearing Board or Hearing Examiner asks questions of the investigating officer
- Accused asks questions of investigating officer

Witnesses – Investigating Officer

- Investigating Officer or complainant invites witness(es)
- Investigating Officer or complainant asks questions of the witness(es)
- Hearing Board or Hearing Examiner asks questions of witness(es)
- Accused student asks questions of witness(es)

Opening Statement – Accused Student

- Accused student makes opening statement
- Hearing Board or Hearing Examiner asks questions of accused student
- Investigating Officer asks questions of accused student

Witnesses – Accused Student

- Accused student invites his or her witness(es)
- Accused student asks questions of witness(es)
- Hearing Board or Hearing Examiner asks questions of the accused student's witness(es)
- Investigating Officer or complainant asks questions of accused student's witness(es)

Closing Statements

- Investigating Officer makes a closing statement – complainant can offer an impact statement here
- Accused student makes a closing statement