

# ADMINISTRATIVE HEARING PROCESS

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This section explains the details of an administrative hearing in the Student Conduct Process. For a complete overview of the Student Conduct Process go to Overview of the Student Conduct Process (<https://catalog.depaul.edu/student-handbooks/code-student-responsibility/judicial-review-process/overview-student-conduct-process/>) (<https://catalog.depaul.edu/student-handbooks/code-student-responsibility/judicial-review-process/overview-student-conduct-process/>).

Except as provided for in the Formal Title IX Sexual Harassment Policy and Procedures (<https://offices.depaul.edu/secretary/policies-procedures/policies/Documents/Formal%20Title%20IX%20Sexual%20Harassment.pdf>), if the University determines that an administrative hearing is appropriate, the University will take reasonable measures to ensure that the first session of the administrative hearing takes place within five business days of the conclusion of the initial meetings. However, the University reserves the right to extend this time limit, in its sole discretion, in order to ensure a proper review of all relevant material.

A mutually convenient time for the administrative hearing will be decided upon. If necessary, and at the discretion of the administrative hearing officer, an administrative hearing may take place over the telephone and/or video conferencing. In an administrative hearing, a complainant does not attend a meeting with the referred student; however, any relevant information or questions will be relayed between the parties by the administrative hearing officer\*. The administrative hearing officer will hold as many meetings as necessary.

An administrative hearing will proceed as follows:

1. The administrative hearing officer will confirm that the referred student understands the student's rights.
2. The administrative hearing officer will review all relevant information that has been provided by the complainant, as a result of investigation, etc.
3. The administrative hearing officer and referred student will discuss the alleged violation.
4. The referred student will have an opportunity to give a statement about the alleged violation.
5. The referred student will have the opportunity to provide witness information and, to the extent necessary, to question witnesses' statements, whether verbally or in writing.
6. After the administrative hearing officer has examined all of the information, the administrative hearing officer will determine that the student is or is not in violation of the policy at issue.
7. If the administrative hearing officer finds the student in violation, the administrative hearing officer will determine the appropriate sanctions. The University will take reasonable measures to notify the complainant and referred student of the outcome and sanctions in writing within ten business days of the last session of an administrative hearing. However, the University reserves the right to extend this time limit, in its sole discretion, in order to ensure a proper review of all relevant material.
8. The administrative hearing officer will inform the complainant and the referred student of their appeal options.

\*For student conduct cases involving the Sexual & Relationship Violence Prevention and Response (<https://offices.depaul.edu/secretary/policies-procedures/policies/Documents/Sexual%20and%20Relationship%20Violence%20Prevention%20and%20Response.pdf>) policy or the Formal Title IX Sexual Harassment Policy and Procedures (<https://offices.depaul.edu/secretary/policies-procedures/policies/Documents/Formal%20Title%20IX%20Sexual%20Harassment.pdf>), please refer to the specific information in those policies on the different procedures that may apply.