



THE DEPARTMENT OF
STUDENT CONDUCT

Pre-Hearing Form

The purpose of this waiver is to protect the safety of students and campus personnel from the coronavirus, Virginia State University has followed the guidance of government and public health leaders to reduce density and in-person interactions on its campus. The Virtual Pre-Hearing Form allows Virginia State University and our students the opportunity to move forward with the pre-hearing process in an efficient and safe manner.

Rights of the accused

Please review your rights listed below and initial acknowledging you are aware of the standards and protocol according to the Virginia State University Student Code of Conduct to an Administrative Hearing or Judicial Panel Hearing.

1. You have the right to a Pre-Hearing Conference. *

2. You have the right to receive a written notification of the date, time, and location (if

applicable) of the hearing. *

3. You have the right to see a written statement of the charges to enable you to prepare a defense. *

4. You have the right to know the names, if known, of witnesses who may testify at the hearing. *

5. You have the right to appear in person or virtually to present your defense. You may also call witnesses on your behalf. If you elect to call a witness, Student Conduct must be notified 24 hours prior to hearing. Please provide the name, email address, phone number, and affiliation with the witness. *

6. You have the right to decline to answer questions. *

7. You have the right to be accompanied by a representative counsel of your choice. The representative may be an attorney, a member of the faculty/staff, student body or other individual. If you engage an attorney, written notice must be given to the Department of Student Conduct at least 48 hours prior to the hearing. The representative shall be permitted to advise and otherwise counsel the accused before, during and after the proceedings, but shall not be permitted to actively and personally examine the witnesses or argue your case.

*

8. You have the right to an expeditious hearing of your case. *

9. You have the right to appeal the decision of the hearing within 48 hours of receiving your decision letter. Should the accused appeal, the findings of your case will remain in effect

unless overruled by a higher body. *

10. You have the right to submit a written statement of the incident that occurred any time prior to the date and time of the hearing. *

11. You understand that if you fail to be present at your scheduled hearing, you will be tried in your absence and will be unable to appeal the decision. A grace period of 15 minutes will be implemented. Please contact Hearing Officer if unforeseen circumstances arise and you need to reschedule. *

12. WAIVER OF HEARING – You have the right to have the hearing waived. Such a waiver must be executed by you in writing and communicated to the Department of Student Conduct. You may NOT appeal the decision and/or penalty imposed as a result of a waived hearing. *

Please select one (1) option below:

- I waive my rights to a hearing.
- I would like to request an Administrative hearing.
- I would like to request a Judicial Panel hearing.

I give consent to release my information to the following person(s).

- Yes
- No

If yes to the above statement, please list their name and relationship.

I have read and understand the above information. *

Name: *

V#: *

Classification (i.e. Freshman, Sophomore, Junior, Senior, Graduate) *

Age *

Campus Address (include room number) *

Permanent Address

City, State, Zip

Telephone Number: *

Home Address *

Permanent Address

City, State, Zip

Parent/Guardian Telephone Number [Note: FERPA permits a college or University to let parents of students under the age of 21 know when the Student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.] *

Signature [Use mouse to sign] *

Clear

Date: *

 

Date

Please input the hearing type, date, and time agreed upon between you and the Administrative Officer.

Hearing Type *

- Administrative Hearing
- Judicial Panel Hearing

Date *

 

Date

Time *

: AM

Hour Minutes

You have completed your portion of the pre-hearing form, you will be contacted shortly on the next steps in your Student Conduct process.