

MARSHALL UNIVERSITY OFFICE OF JUDICIAL AFFAIRS
2W38 Memorial Student Center, Huntington, WV 25755
304-696-2495

STUDENT CONDUCT HEARINGS

Notice to Witnesses

You have been called as a witness in a hearing before a three-member panel or hearing examiner. This is not a court of law, but rather a part of our system of due process for addressing complaints about student behavior. The fact that allegations have been made and are taken seriously does not mean that they are true.

The question being considered by this panel is whether or not there has been a violation of the Code of Student Rights and Responsibilities. This "Code of Conduct" is printed in the Student Handbook. Following the presentation of all testimony, the panel will judge whether the accused student is responsible for violating the code and, if so, make recommendations for disciplinary action.

The role of a witness is not that of an advocate or helper for one side; a witness's obligation is simply to tell the truth. You have been asked to be a witness because you know something about the incident or about matters directly related to the incident in question. You are asked to share that information with us. We very much appreciate your assistance.

Parties and/or their advocates and members of the panel may ask you questions. We ask that you give truthful, thoughtful answers. You will be given ample opportunity to tell what you know about the case. At the beginning of the hearing you will be sworn in. You will wait outside the hearing room until it is your turn to testify. When the panel excuses you, you may leave. If you anticipate a scheduling conflict notify the Director of Judicial Programs.

This hearing is "closed." The outcome of this hearing could result in serious consequences for one or more of the parties involved. Only the panel, the complainant, the respondent and their respective advisors/advocates will be present. Student judicial records are confidential. You are not to discuss the case outside the hearing unless authorized to do so by the Office of Judicial Affairs.

You are advised to consult the Student Handbook and familiarize yourself with the student judicial system and the rights and responsibilities of students.

(7/01)

This document was adapted from Robert Bienstock (1996) A Guide to Conducting a Hearing in a Higher Education Setting.
Asheville, NC: College Administration Publications.