



THE DEPARTMENT OF
STUDENT CONDUCT

Virtual Pre-Hearing Form

The purpose of this waiver is to protect the safety of students and campus personnel from the novel coronavirus and COVID19 outbreak, Virginia State University has followed the guidance of government and public health leaders to reduce density and in-person interactions on its campus. The purpose of the waiver is to allow 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. Please be advised that failure to appear in the Administrator's Court Hearing or Administrative Judicial Panel Hearing will result in the case being held in your absence and you will not be able to appeal the decision of the Hearing Officer or Panel.

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

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

applicable) of the hearing. *

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

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

5. You have a right to appear in person or virtually to present your defense to the judicial panel or administrative officer. You may also call witnesses on your behalf. *

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

7. You have a 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 Director of Department of Student Conduct at least forty-eight 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 a right to an expeditious hearing of your case. *

9. You have a right to appeal the decision of the Judicial Panel or Administrative Officer within seven days 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 a right to submit a written statement of the accounts that occurred to be presented to the Judicial Panel 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. *

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 *

 :

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.