

Formal Hearing Process

Step 1	HEARING BEGINS	All individuals present introduce themselves & the hearing administrator explains the hearing procedures & expectations.
Step 2	CHARGES	The hearing admin reads aloud the charge(s) and the Respondent answers “responsible” or “not responsible” to each charge. <i>*If the Respondent acknowledges responsibility for ALL charges – jump to Step 6, otherwise the hearing proceeds.</i>
Step 3	NARRATIVES	The reporter shares their narrative of events- Hearing Admin & Respondent’s Advisor may question Reporter. The Respondent shares their narrative of events- Hearing Admin & Reporter’s Advisor may question Respondent.
Step 4	FACT & EXPERT WITNESSES	Each witness is invited in individually to share their narrative of events. Hearing Admin & both Advisors have opportunity to ask questions of each of the witnesses.
Step 5	CLOSING STATEMENTS & DECISION	Reporter & Respondent each provide closing statement. Hearing comes to pause to allow Hearing Admin to make decision. Once decision is made, hearing resumes where both parties will learn the outcome.
Step 6	READING OF IMPACT STATEMENT	Reporter may provide statement relative to how incident has impacted them. <i>* May be verbal or submitted in writing.</i>
Step 7	CHARACTER STATEMENTS	Respondent may provide statement relative to their character. Character witnesses may speak on Respondent’s character/reputation (must have no connection to situation). Hearing Admin & both Advisors can question witnesses.
Step 8	SANCTION RECOMMENDATION	Hearing Admin opens sealed envelope containing Respondent’s disciplinary history & associated sanction range for case. Sanction Range for violation read aloud. Reporter & Respondent can offer recommendations for sanctioning.
Step 9	CONCLUSION OF HEARING	Hearing Admin will ensure any final procedural questions are answered. Hearing concludes.
Step 10	POST-HEARING	Hearing Admin will provide both parties with written rationale via email. Both parties have the opportunity to submit written appeal within 5-business days of receiving decision letter.

*** See Formal Appeal Process for next steps*

For more information, contact compliance@dc3.edu or a Title IX Co-Coordinator

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