

# Title IX Hearing Checklist



Hearing Date & Time

Hearing Location

Hearing Officer

No Later than Five Days Prior to Hearing: \_\_\_\_\_

## Review Case File

- You have the right to review the case file, including any documents and/or physical evidence submitted by the other party, prior to the hearing. The Title IX Coordinator will notify you in advance whether the case file includes information that was not in the investigation report.
- If you wish to review the file, contact the OSC Case Manager.



## Submit Written Response to Investigation Report

- After reviewing the investigation report carefully you have the right to respond directly to the findings in writing. Any response should be submitted to the OSC Case Manager and will be shared with the Hearing Officer.



## Submit Witness Information

- If you plan to present any witnesses at the hearing, you must submit their name(s), contact information and a description of their testimony to the OSC Case Manager. Specify whether they are a FACT or CHARACTER witness.
- If you want to question the other party's witness(es), you must include them on your witness list.



## Submit Evidence

- Only submit physical evidence that was NOT already included in the investigation report.



## Submit Name of Support Person & Advisor

- You have the right to have an advisor and/or support person with you during the hearing. If you plan to have an advisor and/or support person, you must submit their name(s) to the OSC Case Manager.
- An advisor and/or support person is allowed to attend the hearing, but under the terms of the Policy and the UCSC, they may not speak or address anyone during the hearing.
- If you wish for your advisor and/or support person to have access to information about your case, you must grant permission for such access in writing and share it with the OSC Case Manager.
- Hearings will not be postponed because a specific advisor and/or support person is not available.
- You were previously given a list of advisors. Contact the OSC Case Manager if you still need assistance finding or contacting an advisor.



## Submit any Requests for Accommodations

- Notify the OSC Case Manager if you need any accommodations for the hearing, or if you wish to be in a separate room from the other party during the hearing.



## (If Necessary) Challenge Dean for Personal Bias

- Any challenge must include a specific reason and be submitted in writing to the OSC Case Manager.



No Later than Three Days Prior to Hearing: \_\_\_\_\_

## Receive Witnesses & Evidence Submitted by Other Party

- The OSC Case Manager will notify you via email of any physical evidence, written responses and/or witnesses submitted by the other party.



## Last Date to Request a Postponement

- You must submit any request for postponement in writing to the OSC case manager. Hearings will only be postponed if the Director of Student Conduct finds there is a good cause to do so.
- Except in emergency situations, no application for a postponement will be considered after this date.
- Should you choose not to attend this hearing, in accordance with the UCSC, the University has the right to proceed with the hearing in your absence.



On the Day of the Hearing: \_\_\_\_\_

## Be Prepared

- Bring two copies of your questions, mitigating factors statement, and any other documents that you plan to submit to the hearing officer. Notify OSC Case Manager if you need assistance with making copies.
- Bring your copy of the investigation report.
- Make sure your advisor, support person and witness(es) have information about time and location of the hearing.
- The hearing may take several hours. Bring water, snacks, lunch, and any medications you may need.



## Important Phone Numbers

- **OSC Case Manager:**  
848-932-9414
- **Student Legal Services:**  
848-932-4529
- **Dean of Students Office:**  
848-932-2300
- **Counseling, ADAP and Psychiatric Services:**  
848-932-7884
- **Student Affairs Compliance & Title IX:**  
848-932-8200

