Title IX Hearing Panel Preparation Instructions

Opening Statement Instructions

The Hearing Panel will read in entirety all written responses that are submitted to the Hearing Panel prior to meeting and will utilize written response to create the scope of the Hearing Panel. The Opening statement truly is your opportunity as a participant in this process to introduce yourself formally and to summarize your desired outcomes during the hearing process.

Parties are not required to have an Opening Statement. Parties who choose to present an Opening Statement should consider including:

I. Summarizing what happened from their perspective
II. Explaining the impact, the incident has had on them
III. What the party wants the Hearing Panel to focus on in their review of the Investigation Report
IV. Any rationale you have pertaining to sanctioning

Closing Statement Instructions

The Closing Statement is the parties' opportunity to marshal the evidence in the hearing record and suggest inferences and conclusions.

Parties are not required to have a Closing Statement. Parties who choose to present a Closing Statement should include:

I. Rationale for why the Hearing Panel should find in the party's favor
II. Overall summarization of the Hearing Panel process regarding your case
III. Any rational you have pertaining to sanctioning and the impact the decision will have on you

During the closing statement, the parties may not add, or address information not contained in the hearing record, as the Hearing Panel will not consider new information at this time.