

## UNIVERSITY LOGO

### PREPARING FOR ZOOM HEARING

A Zoom hearing will follow the same format as an in-person hearing, but in a virtual environment. Please read through this document as it provides general information about the hearing procedures we have taken to ensure privacy, and how you can prepare for a Zoom hearing.

#### Format of the Hearing

When you join the Zoom hearing, you will automatically be placed into the Waiting Room. A hearing representative will accept you into the meeting and then place you into your designated Breakout Room. If you have a support person/advisor, they will also be placed in the Breakout Room when they arrive. The Breakout Rooms are not recorded or observed so you can speak privately.

When the Hearing Officer is ready to begin the hearing, all attendees will be brought into the main room where the hearing will occur.

Once the hearing begins, the Hearing Officer will first conduct introductions and review ground rules and other preliminary matters, before moving to the portion of the hearing where the Parties provide statements and the Parties, the Investigator, and any witnesses, if present, are asked questions.

A Party is not permitted to directly question the other Party, but your Advisor will have the opportunity to conduct cross-examination on your behalf. The Hearing Officer will determine whether questions asked are relevant. If witnesses are present, your Advisor will also be given an opportunity to ask questions of or cross-examine these witnesses. You are not required to answer any question that you do not want to; however, if you do not answer questions on cross-examination, the Hearing Officer may find that you failed to submit to cross-examination. (in)2.23exaxY[(l(m)8-9.6a)2.7 (n)-0.7h(t)-5.96 (w)-6.6.022 0

#### Privacy Considerations and Expectations

- x A unique password will be provided to you for the hearing. x Private messages to an individual participant will be visible to the Hearing Officer.
- x The ability in Zoom for recording and transcription is enabled for all participants. [(p)-0.7 (r)-2.9 (o)-9.6 (h)-0.7 (i)

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University students, staff, and faculty have access to Zoom and will use their authenticated, single sign on (SSO) credentials. If you experience trouble accessing Zoom, contact CONTACT INFO FOR YOUR UNIVERSITY: MU: Mizzou IT at [doit.missouri](mailto:doit.missouri) or 573-882-5000, S&T: IT Help Desk at [ithelp@mst.edu](mailto:ithelp@mst.edu) or 573-341-4357; UMKC: Technology Support Center at [techsupportcenter@umkc.edu](mailto:techsupportcenter@umkc.edu) or 816-235-2000; UMSL: IT Help Desk at [helpdesk@umsbr](mailto:helpdesk@umsbr) or 314-516-6034. For Advisors who do not have a Zoom account, they may sign up for free at [f1 f1 f1 f1 a](#)