

Procedure for Selection of Hearing Officers

Applicable Processes

UCLA Procedure 220.1 (*Student Grievances Regarding Violations of FERPA or University Policies on Privacy Rights Applying to Disclosure or Content of Student Records*): “A hearing officer is selected pursuant to the Procedure for Selection of Hearing Officers.”

[The Hearing Officer] conducts the hearing in the presence of the student and an official representing the affected campus unit(s); both have the right to be present throughout the hearing, and to be represented by another person.

Authority of Hearing Officer

The authority of the Hearing Officer is limited to reviewing the evidence presented in the hearing, reporting findings of fact to the Vice Chancellor, Student Affairs, and recommending an appropriate remedy, if the facts so warrant.

Scope of Hearing

The scope of the hearing is limited to determining whether or not the challenged records are inaccurate or misleading, or if the University is otherwise in violation of the student’s right of privacy or other rights.

Standard of Proof

The findings shall be based on a preponderance of evidence (meaning more likely than not).

UCLA Procedure 230.1 (*Student Grievances Regarding Violations of Anti-Discrimination Laws or University Policies on Discrimination*): “A hearing officer is selected under the Procedure for Selection of Hearing Officers.”

[The Hearing Officer] conducts the hearing in the presence of the Student and an official representing the affected University unit; both have the right to be present throughout the hearing and to be represented by another person.

Authority of Hearing Officer

The authority of the hearing officer is limited to reviewing the evidence presented in the hearing, reporting findings of fact to the Vice Chancellor, Student Affairs, and recommending an appropriate remedy, if the facts so warrant.

Scope of Hearing

The scope of the hearing is limited to determining whether or not there has occurred a violation of an Anti-Discrimination Law or the University’s policies on discrimination, and to matters addressed in the written complaint or reasonably related thereto as determined by the hearing officer.

Standard of Proof

The findings are based on a Preponderance of Evidence.

Hearing Officers may be drawn from the pool of Chairs of the Student Conduct Committee. Per the UCLA Student Conduct Code (*Code*) (Section III.K.2):

“The Chair(s) may be faculty members, staff members, faculty or staff emeriti, or volunteers who have either training in a relevant subject area or experience with the hearing process.

They will be appointed for not less than one nor more than three years; however, each may serve until a successor is appointed.”

From this pool, a Hearing Officer will be selected based on:

- Availability
- Absence of Conflict of Interest

Consistent with the *Code* (Section III.K.4), “The Student may, for good cause, challenge the assignment [of the Hearing Officer]. The Hearing Coordinator will adjudicate all challenges to [the Hearing Officer].”