

To: [REDACTED]

Cc: [REDACTED]

From: Myrt Westphal
Sent: Wed 5/22/2013 10:03:37 PM
Subject: Hearing details

Dear [REDACTED],

HEARING: I wanted to let you know that the hearing will take place on Thursday, May 30 at 9 am. The hearing packet will be available on Tuesday, May 27 at 9 am in Sharmaine Lamar's office in North Parrish. You may read them for as long as you wish during regular business hours, take notes, but may not take them away, show them to others, make any sort of electronic copy. If you have questions you should make an appointment with my AA in Parrish 104, Diane Watson, x8364 who will schedule you as quickly as possible to answer them.

HEARING ROOM: Do you wish to be in the hearing room with the other party? We can skype you in from another room in the building along with your support person and a proctor. Another option is for you to be in the hearing room either with or without a dividing screen. We cannot guarantee that you will not set eyes on the other party person but the goal is for you not to have to make eye contact during the hearing itself. You will be placed at far ends of a seminar room table with your support person and his support person in between. Please let me know your preference.

WITNESSES: My understanding is that you do not have any witnesses. If this is incorrect please let me know as soon as possible.

SUPPORT PERSON: Please let me know the name of your support person. If that person needs transportation, room and/or board support please let me know.

TRAVEL & ROOM/BOARD ACCOMMODATIONS FOR YOU: If you need travel, room, and/or board support you may receive it from the evening of May 27 through May 31. If this is needed please let me know as soon as possible.

CHARGES: The charges have not been changed since you first heard them. You will receive a new charge letter once the panel and place are established. I do know that the Convener is Professor [REDACTED] and the Observer is [REDACTED], VP for facilities.

QUESTIONS: If you have questions do not hesitate to let me know.

I hope your exams have gone well and that you will find your travel home good and easy.

With warm wishes, myrt

Myrt Westphal
Associate Dean for Student Life
Senior Class Dean
Parrish 104, 610-328-8354

REDACTED