Residents who participate in a hearing often have questions about the process. Here are a few things to know before the hearing begins.

**There are two types of hearings:**

An Administrative Hearing consists of an assigned hearing officer (a full-time, professional staff member) that will consider information and evidence to determine if the respondent is responsible or not for the alleged charges. Responsibility is determined based on the preponderance of evidence (the “more likely than not” standard). Sanctions, if any, will be issued for those students found responsible if there is a preponderance of evidence that a violation did occur.

In place of an administrative hearing, the respondent or the Student Conduct Officer may refer a case to the Student Conduct Hearing Board (SCHB) to consider information and evidence to determine if the respondent is responsible or not for the alleged charges. Responsibility is based on the preponderance of evidence. Sanction recommendations, if any, will be submitted from the SCHB to the Student Conduct Officer who will then issue appropriate sanctions, if any.

**Administrative Hearings**

The hearing officer will introduce themselves to you.

The “fact-finding” meeting will occur first, beginning with opening statements by the hearing officer who investigated your case, and then by you (the “Respondent”).

The hearing officer will review the incident report with you and ask any questions they may have.

The respondent will then give his/her perspective on the incident and the alleged violations.

Respondents presenting their case should come prepared with any information they believe will demonstrate that they are not responsible for their alleged violations. This may include witnesses, witness statements, pictures, or any other documentation they may want to present to the hearing officer.

Students may be contacted by a conduct administrator or fellow student to serve as a Witness. Students who are witnesses serve to provide additional information that is important to the investigation. Being a witness does not mean you are being accused of violating the Student Code of Conduct. Witnesses must have firsthand accounts of the incident, and character references will not be permitted. Witnesses are expected to be present at the start of the fact-finding meeting, and will be asked to leave the room until it is time for them to share their perspectives.

All students involved in the student conduct process may have an advisor of their choice. The advisor may be anyone the student chooses (friend, family member, a fellow student, etc.) The role of the advisor is limited and meant to provide support to the student. The advisor is not allowed to directly communicate with anyone else in the fact-finding meeting, other than the student, and may not serve as a witness.

After the fact-finding meeting is complete, there are three possible Respondent options.

The Respondent accepts responsibility and sanctions are issued. These sanctions are appealable.

The Respondent denies responsibility and continues with an Administrative Hearing, with the assigned hearing officer. Findings and sanctions (if any) are issued. These sanctions are appealable.

The Respondent denies responsibility and continues with a Student Conduct Hearing Board. The hearing officer forwards the case to the Student Conduct Officer for further review. If approved, the respondent meets directly with the Student Conduct Hearing Board. Findings and sanctions (if any) are issued. These sanctions are appealable.

If the Respondent does not show up for the fact-finding meeting, an administrative hearing is held in his/her absence. Findings and sanctions (if any) are issued. These sanctions are not appealable.