



Hearing Preparation Checklist

Name of Individual/Organization: _____

Type of Hearing: _____

Hearing Date & Time: _____

In preparation for your upcoming Student Conduct Hearing, you will need to make sure that you have completed each of the following:

- Read all materials provided to you from the Office of Student Conduct and Community Standards, including but not limited to: the incident report, your notification of hearing letter, the Student Code of Conduct (https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf) and the hearing packet. You will be sent an e-mail with the access information for the hearing packet which includes information obtained as part of the investigation that is directly related to the charges of alleged policy violation(s).
- Contact all potential witnesses that you may wish to speak on your behalf before selecting them.
- If you have witnesses you want to call, you will need to provide their name(s), phone number(s), and a 1-2 sentence summary of the information they will provide no later by 12:00pm on _____. The Office of Student Conduct and Community Standards will notify your witnesses of the time and location.
- You must provide electronic copies of any information you will use during the hearing by 12:00pm on _____. All electronic documents you would like to be included in the hearing packet must be emailed to studentconduct@utoledo.edu
- You can have an Advisor and/or Support Person throughout the University Student Conduct Process. Your Advisor/Support Person can assist you with hearing preparations and can accompany you to you Hearing. Your Advisor/Support Person may not speak or participate in your Hearing. Your Advisor/Support Person may consult with you verbally, or in writing, in a quiet, non-disruptive manner. You understand that if my Advisor/Support Person becomes disruptive they will have to leave. If my Advisor/Support Person is an attorney, you must notify the OSC&CS in writing at least ten (10) days before your Hearing. The Student Conduct Hearing Authority will not reschedule your Hearing due to scheduling conflicts with your Advisor.
- You will receive an electronic hearing packet that will have all materials used in the hearing. You are not permitted to copy or duplicate these documents.
- Prepare for your hearing by reviewing the hearing packet and making personal notes regarding what you plan to say during the hearing.

Student Signature

Date