

### **Student Conduct Hearing Checklist**

*We understand that this could be a stressful time for you. If you have received a notification about an alleged Code of Conduct violation, this list may help you prepare for your hearing.*

- Are you aware of the specific charges brought up against you? Knowing the specific charges might help you prepare for your hearing.
- Have you reviewed the Code of Conduct? Reading the College policies and procedures might help you better understand the alleged violation and the hearing process.
- Do you know your rights as a student? See the Code of Conduct for a list of your rights and responsibilities.
- Do you know if you are allowed to continue going to class? Are you allowed to be on college property? Refer to your conduct letter for this information or contact the Director of Student Conduct. If you were issued a Warning-Against-Trespass, you are not allowed on campus without the pre-approval of Public Safety or the Director of Student Conduct.
- Have you provided the Office of Student Conduct with a copy of your class and work schedule if your hearing date/time conflicts with work or school? By providing this information, the Office of Student Conduct can work with you to re-schedule your hearing. In some cases, hearing date and time cannot be changed due to the severity of the alleged violation.
- Are you checking your Piratemail regularly? The Office of Student Conduct primarily communicates with students through Piratemail. It is an expectation that students are checking their Piratemail on a regular basis.
- Do you need to discuss your case with someone prior to the hearing? The College Ombudsman is available to meet with students to discuss procedures related to the conduct hearing process and academic grievances. The College Ombudsman can be found in the Pirates CARE Office.
- Are you inviting an advisor to be with you at the hearing? Advisors play a limited role during hearings. He or she may only speak to you and cannot directly speak to the hearing administrator, board, or any witnesses.
- Do you have questions about the process? If you have any questions or concerns, contact the Director of Student Conduct.