

PREPARING FOR YOUR BOARD HEARING

REVIEW ALL RELEVANT INFORMATION

- Carefully review all documentation related to the incident
- Review the alleged violation(s) of the Code of Community Standards
- Familiarize yourself with the Community Standards and the resolution process
- Contact your Case Administrator if you have any questions

PLEASE NOTE: You are entitled to review, but not photocopy or photograph, all documentation that will be presented at the hearing at least twenty-four (24) hours prior to the hearing.

GATHER AND SUBMIT MATERIALS

- **Documentation:** You may submit written documentation (including a written statement written by you, witness statements and/or character statements) for the Community Board's consideration up to two (2) business days prior to the hearing date to your Case Administrator.
- **Advisor:** You may have an individual serve as an advisor. It is recommended that this person have a strong knowledge of the University's Code of Community Standards. You must notify your Case Administrator no later than one (1) business day prior to the hearing of your intent to bring an advisor.
- **Witnesses:** You may have witnesses speak on your behalf that may provide relevant information regarding the incident that forms the basis of the alleged violations. You must provide your Case Administrator a list of witnesses no later than two (2) business days prior to the hearing.

PREPARE YOUR STATEMENT(S)

- **Opening Statement:** A brief statement that focuses on the facts and shares your perspective on the incident.
- **Closing Statement:** What are the most impactful points you would like to leave the board with about the incident and the information you shared? What do you want the board to consider, impose, or not impose as an outcome of this case and why?

SUBMIT REQUEST FOR ACCOMMODATIONS

Notify your Case Administrator of any accommodations you may need to effectively participate in the hearing process, including, but not limited to, language support, participation via video conferencing, and accommodations on (e) tn (e)Tc 0, 5-707 -1.nh0C3(e) of 0,568 (th)13.0(mm)13mm, questions, and determine whether a violation of t occurred. To ensure a fair and consistent process, the board hearing typically follows the structure outlined below. **As a reminder, this is an educational hearing and is not intended to mirror a court of law.**

PLEASE NOTE: You are not required to attend the hearing. If you choose not to attend, the hearing will proceed in your absence and a decision will be rendered based on all information available.

STEP-BY-STEP OF BOARD HEARINGS

1. **Introductions.** The Procedural Advisor, members of the hearing board, complainant(s), and Charged Party(ies) will introduce themselves.
2. **Process Outline.** The Case Administrator will briefly outline the procedures for the hearing.
3. **Review of Charges.** The Case Administrator will individually ask the Charged Party(ies) to state for the record if they are responsible or not responsible for each alleged violation. Additional Charged Party(ies), if present, will be asked to temporarily exit the room during this time. All Charged Party(ies) will be asked to exit the room during this time. All Charged Party(ies) will be asked to exit the room during this time. All Charged Party(ies) will be asked to exit the room during this time.

OUTCOME NOTIFICATION

Charged Party(ies) will receive official notice of the outcome through their Salisbury University student email address(es) within approximately five (5) business days from the hearings completion. Notification will be sent by the Case Administrator on behalf of the board, and will include the following;

- Findings of the Board in regard to each Charge;
- An explanation of the facts and mitigating/aggravating circumstances that the Hearing Board used to make their decision;
- Applicable sanctions and instructions for completion, if any; and
- Information regarding the appeal process, if applicable.

APPEALING THE DECISION

Students found responsible for violations have the right to appeal the outcome of a hearing. If a student appeals the decision, the resulting requirements are placed on hold and will not go into effect until the appeal is reviewed and a final decision is rendered. **If you would like to submit an appeal, make sure that:**

- It is submitted within five (5) business days from the date of the outcome letter
- It includes an Appeal Form and an appeal letter
- It is based on at least one of the grounds for appeal specified in the Code of Conduct

Please refer to the Code of Conduct and the Appeal Form for detailed information on appeal rights and guidelines. Failure to observe these guideline