

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 for documented disabilities approved through the Disability Resource Center.

THE BOARD HEARING PROCESS

It is the responsibility of the board to review the information, listen, ask questions, and determine whether a violation of the Code of Conduct has 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 return to the room once this step is complete.
4. **Opening Statement(s).** The Complainant(s) will be provided the opportunity to share an opening statement. Charged Party(s) will then be provided the opportunity to share their opening statement(s).
5. **Questions & Answers.** Questions may be asked in the following order: (1) Complainant(s); (2) Charged Party(ies); (3) Witness(s) called by the Complainant(s); (4) Witness(es) called by the Charged Party(ies).

PLEASE NOTE: You are not required to make any statements and/or answer any questions. However, providing false and/or misleading information is itself a violation of the Code of Conduct and can result in further disciplinary action even if you are found not in violation for the particular charge against you that you were giving a statement about.

6. **Closing Statements.** Closing statements will be made first by the Complainant(s) and then closing statements will be made by the Charged Party(ies).
7. **Closed Deliberations.** At this time the Complainant(s) and Charged Party(ies) will be dismissed and the Hearing Board will enter closed deliberations to discuss all provided and gathered information. The Hearing Board will determine if violations of the Code of Community Standards have occurred. If responsibility is found, appropriate sanctions will be determined. Character statements may only be considered for sanctioning purposes.

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 guidelines for appeal submission may result in the dismissal of your appeal.

COMPLETING YOUR ACTION PLAN

Your outcome letter will provide all information needed to complete your requirements, including guidelines and deadlines. It is your responsibility to adhere to any and all sanction requirements until/unless you are informed in writing of approved modifications. **Students who fail to complete disciplinary sanctions in a timely and satisfactory manner may be charged an additional \$50 fine for each instance of a missed educational sanction and/or a \$100 fine for each instance of a missed intervention or restorative sanction, not to exceed \$150 total.**

IMPORTANT: If you have any questions regarding the board hearing process after reviewing this guide, please contact your assigned Case Administrator for assistance. If you are unsure who to contact, please contact the Office of Student Accountability & Community Standards at 410-677-0022 or studentconduct@salisbury.edu.

OVERVIEW OF THE BOARD RESOLUTION PROCESS



This publication is intended to help students prepare for their upcoming Community Hearing Board. Please refer to the Code of Community Standards for additional information.

A community board hearing is a formal hearing proceeding before a panel consisting of three to five members. Members of the panel will include students, faculty, and staff. A Case Administrator designated by Student Accountability & Community Standards will also be present to ensure that proper procedures are followed, and to assist with any points of clarification that may arise during the course of the hearing.

Student Accountability and Community Standards Dean of Students Office

Guerrieri Student Union, Room 213

Phone: (410)677-0022

Email: studentconduct@salisbury.edu

Web: <https://www.salisbury.edu/administration/student-affairs/office-of-student-conduct/index.aspx>