

HOW TO PREP FOR A HEARING

Important Info from Student Conduct

1.

Review Code and Understand Violations

You Have A Right to An Advisor

- Review your correspondence thoroughly
- View the code for clarification, the link is in your letter
- You have a right to an advisor, the link to request is in your letter

Accused or Reporting Individual

- Reporting individuals bring forth violations
- Accused students are charged with violations

2.

3.

Witnesses

- Names of witnesses have to be given in advance of hearings
- Witnesses must appear in person to give statements

Before The Hearing

- Review the notification, ensure understanding, contact SCCS with questions
- Set a reminder and be on time for your hearing
- Prepare any relevant evidence, present at the hearing
- Prepare questions to ask at the hearing
- Prepare opening, introductory, or impact statements (if applicable)

4.

Conduct Board or Administrative 1-1

- You are able to give an account of the incident
- There is a time for questions and follow-up
- Preponderance of Evidence Standard (More Likely Than Not...)- is used to determine responsibility
- Correspondence is sent directly to your Buffalo State email account

5.

Post Hearing

- A decision will be sent via email
- Appeals are accepted within 3 days of your decision letter
- view the appeal instructional video for assistance
- submitting an appeal does not guarantee a new hearing or a vacated decision.

6.