

Preparing for a Disciplinary Conference or University Hearing

Before the conference or hearing, you and your Campus Adviser should:

1. Provide the Office of Student Conduct with the name of your adviser and support person, if any.
2. If you are the accused student, and would like someone (such as a parent) to have access to information about the case, submit a release form (available at <http://studentconduct.rutgers.edu>) to the Office of Student Conduct.
3. Make an appointment with the Office of Student Conduct (848-932-9414) to review the case file.
4. Review the Conduct Officer's Preliminary Review report, which is included in the case file.
5. Develop a list of evidence that helps to prove your version of events. Provide copies of this evidence to the Office of Student Conduct.
6. Develop a list of witnesses that you plan to call. This list should:
 - include the witnesses' names, telephone numbers, and e-mail addresses
 - indicate whether each witness is a factual or character witness
 - include a brief summary of the information each witness will provide.

Present this list to the Office of Student Conduct by the submission deadline.

Confirm your witnesses' attendance and be sure that they know the date, time and location of the conference or hearing. If a witness cannot attend the proceeding, obtain a written statement from him or her and submit it to the Office of Student Conduct. In order to be accepted, the statement must be witnessed by a Dean of Students, a Conduct Officer, or by a notary public. Statements that are not properly witnessed or notarized will not be accepted. Visit <http://studentconduct.rutgers.edu> for information on preparing witness statements.

7. Review the opposing party's witness list. Anticipate what these witnesses might say and prepare questions for them that will bring out information supporting your case.
8. Review "University Hearings" or "Disciplinary Conferences" at <http://studentconduct.rutgers.edu>.
9. If your case will be heard at a University Hearing, prepare a short opening statement (optional). The statement is a brief summary, given at the beginning of the hearing, of the facts you plan to show the board.
10. Prepare a narrative statement. This is a full, detailed description of the incident in question and your version of events. You will introduce your evidence and witnesses when you present your narrative.
11. If your case will be heard at a University Hearing, prepare a closing statement (optional). This is a brief summary of the information you have presented and the conclusions you want the board to draw.
12. In the event that the accused student is found responsible, the Hearing Board or Conduct Officer will determine a sanction. Prepare a statement recommending an appropriate sanction. If you are the accused student, you may wish to obtain written statements from character witnesses. These statements may be introduced during the sanctioning portion of the hearing or conference.