



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

A Community Standards 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/or staff. A Case Administrator designated

# 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 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 24 hours prior to the hearing.*

---

## GATHER AND SUBMIT MATERIALS

- You may submit written documentation (including a written statement written by you, witness statements, and/or character statements) for the Community Standards Board's consideration up to two business days prior to the hearing date to your Case Administrator.
  - 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 business day prior to the hearing of your intent to bring an advisor.
  - 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 business days prior to the hearing.
- 

## PREPARE YOUR STATEMENT(S)

- A brief statement that focuses on the facts and shares your perspective on the incident.
- 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 Community Standards Board to review the information, listen, ask questions, and determine whether a violation of the Code of Community Standards 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

The Procedural Advisor, members of the Community Standards Board, complainant(s), and Charged Party(ies) will introduce themselves.

The Case Administrator will briefly outline the procedures for the hearing.

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.

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).

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 Community Standards 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.*

Closing statements will be made first by the Complainant(s) and then closing statements will be made by the Charged Party(ies).

At this time the Complainant(s) and Charged Party(ies) will be dismissed, and the Community Standards 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 business days from the