PREPARING FOR A PRE-HEARING CONFERENCE

Throughout the Pre-Hearing Conference, keep in mind that the intent of the Student Judicial Programs (SJP) is to support each student as he/she interacts with the UMBC Student Conduct Review system. The system is an internal administrative process used by the University to resolve allegations of misconduct made against our students. The goal is to discover the truth of the allegations. The University hopes that students who engage in misconduct will take responsibility for their actions in a mature way that demonstrates commitment to the education of themselves and others. The Student Conduct Review system seeks to ensure high standards of courtesy and integrity, to prevent educational disruption, and to promote a productive learning environment. At the same time, we all must recognize the reality of human fallibility, as well as, stresses associated with collegiate life. Students, faculty and staff must seek to view each other, and incidents, with compassion and understanding. The UMBC community is hurt if a student falsely accepts responsibility in a situation where he or she has not engaged in the alleged prohibited conduct. In preparation for the Pre-Hearing Conference, a Charged Student should:

1. Read carefully the “Charge Letter.” The Charge Letter provides you with details of the allegations against you. It states the specific Rule(s) that you have been charged with violating. It schedules the date, time and location of the Pre-Hearing Conference.
2. Confirm that the date and time of the Pre-Hearing Conference does not conflict with your other scheduled responsibilities. Resolving this matter is extremely important and should be your priority over most things, except class and family responsibilities. Call to reschedule if there is a conflict or if you are unsure of the location of the Conference.
3. Read the Code of Student Conduct. Pay particular attention to the explanation of the Rule(s) you have been charged with violating. Read over the sanctions and conditions so that you are aware of the meaning and implications of each.
4. Think about what happened on the date in question. Write down everything you remember, including who was present, what was said, and what your feelings were.
5. If you have not been interviewed by the Charging Party, and you wish to explain your innocence in the incident, contact the Charging Party and schedule a meeting to occur prior to the Pre-Hearing Conference.
6. Witnesses are not usually appropriate for a Pre-Hearing Conference. You may wish to bring written witness statements.
7. Decide whether you will bring an advisor with you to the Conference. The advisor provides advice and support to you and may not speak for you. An advisor may be a parent, professor, friend or any other person not involved in the incident. Check to be sure your advisor’s schedule does not conflict with the Conference. If there is a problem, call the number at the bottom of your Charge Letter to discuss it.
8. Arrive five (5) minutes early for your Pre-Hearing Conference. A late arrival might result in rescheduling of your Conference or the scheduling of a hearing to resolve the allegations.
9. Prepare yourself to discuss the incident in detail at the Conference.
10. At the Pre-Hearing Conference, share your written version and any other written statements you have received. Speak openly and honestly with the staff person. Express yourself in an appropriate respectful manner, similar to the way you wish to be treated.
11. Visit the Student Judicial Programs web site for additional information. (www.umbc.edu/sjp)