PREPARING FOR A BOARD HEARING

Throughout the Hearing, keep in mind that the intent of the Office of 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. Likewise, the UMBC community is hurt if a student is found responsible for engaging in actions prohibited by the Code of Student Conduct and/or the University. Prior to the Hearing, a Charged Student should:

1. Re-read the “Charge Letter.”
2. Confirm that the date and time of the Hearing does not conflict with your other scheduled responsibilities. Resolving this matter is extremely important and should be your priority over most things, except family responsibilities. Call to reschedule if you have a conflict with the Hearing.
3. Re-read the Code of Student Conduct. Pay particular attention to the explanation of the Hearing process and 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. Revisit what happened on the date in question. Re-read the statement you wrote prior to your Pre-Hearing Conference. Think about the Conference and try to address the issues raised by the Conduct Officer at that time.
5. Contact your witnesses about the scheduled hearing date. Ask that they plan to attend. Get written statements from each witness. You will need these statements prior to the hearing and will want them in case a witness cannot attend the hearing.
6. Decide whether you will bring an advisor with you to the Hearing. 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. Your advisor will not be permitted to address the Hearing Board, witnesses or the other parties during the hearing. Check to be sure your advisor’s schedule does not conflict with the Hearing date and time.
7. Visit Student Judicial Programs at least three (3) days prior to your hearing to receive the Charging Party’s witness list and to deliver your witness list. This will help you prepare for the hearing more effectively and prevent surprises. Your witnesses’ statements will help to ensure that the Charging Party has all of the information that supports the absence of your responsibility for violating University rules.
8. Prepare any statement you plan to make at the Hearing. Also prepare a list of questions for the witnesses and Charging Party that will bring out relevant information that will be useful to the Hearing Board.
9. Review the outline of the hearing process that has been sent to you.
10. Arrive five (5) minutes early for your Hearing. A late arrival might result in the start of the hearing in your absence.
11. Prepare yourself to discuss the incident in detail at the Hearing and to answer questions posed by the Hearing Board and the Charging Party.
12. At the Hearing, share your written version and any other written statements you have received. Speak openly and honestly with the Hearing Board. Express yourself in an appropriate respectful manner, similar to the way you wish to be treated. Treat the witnesses and the Charging Party with respect and courtesy.
13. Visit the Student Judicial Programs web site for additional information. (www.umbc.edu/sjp)