

## Hearing Preparation Checklist

- 1) **Respondent's Admit or Deny** -- admission, denial or combination of the two responses
  - a. Cite the specific codes in the opening statement  
(ex:-- "I admit to violating code 43.A., section 5; I deny violating 43.C, section 4.")
  - b. If the description of the incident is inaccurate, the student may deny the charges in the opening statement, clarify the sequence of events during their case presentation, and admit to the charges in their closing statement.
  
- 2) **Preparation of questions for the complainant and witnesses** —this may be difficult to prepare in advance, however you can discuss the important points that you want to address. Advisors may provide the student with questions during the hearing. At any time during the hearing the advisor and/or student may request a consultation.
  
- 3) **Respondent's case** --
  - The student should prepare a written, detailed description of the incident. Include names, dates and other information as necessary:
    - Location:** (Where were you before the incident occurred?)
    - Time:**
    - Associates:** (Who you were with?)
    - Actions:** (What were you doing?)
  
  - If witnesses are needed, it is the **respondent's** responsibility to inform them of the time and place of the hearing.
  - If a witness cannot be present for the hearing, the respondent may submit a notarized statement during their case presentation. There are notaries on campus:
    - Barbara Berry (711 Culkin)
    - Gail Law-Folds (601 Culkin)
    - Gwen Dolph (303 Culkin)
    - Donna Benway (171 Marano Campus Center)
  
- 4) **Preparation of questions for the Respondent's witnesses**—similar to item 2 above, take note of the important points to address.
  
- 5) **Respondent's closing statement**— the student should prepare a written closing statement restating the charges being admitted to and/or denied and emphasize any discrepancies or inconsistencies that are evident or have proven to be both true and/or false. In addition, the student should provide information about himself or herself including academic progress, goals, extra-curricular activities and community service involvement.