Student Conduct & Conflict Resolution Hearing Information Sheet

Hearing type: ☐ Committee Hearing ☐ SCCR Staff Hearing with ________________________

Hearing date/time: __________________ at ________ AM/PM  *Please plan on arriving 15 minutes prior to the hearing

Hearing Location: Student Conduct & Conflict Resolution, 202 Peabody Hall  (subject to change)

General Administrative Hearing Information
During the hearing, accused students and reporting party/victims will answer questions of the hearing officer/committee and will articulate their case, and will also have the opportunity to submit information on their behalf, including bring witnesses (with advanced notice) who have information directly related to the charges. They also have the opportunity to question witnesses that participate during their hearing or may submit a list of questions to be asked of the witness(es). All additional documentation and/or a list of witnesses, if any, need to be submitted to SCCR a minimum of 8 business days prior to the scheduled hearing. No new information or witnesses will be accepted after the deadline. Character witnesses are not able to present information during a hearing, but they may submit a written statement 8 business days in advance. SCCR staff will review any submitted information and the list of witnesses for relevance and will inform students if any of the information or witnesses are being disallowed for the hearing and the rationale for that decision. Accused students and reporting party/victims may review the content of the file starting 7 days prior to the hearing date by scheduling an appointment with a SCCR staff member.

Commencement of the Hearing and Opening Statements
The hearing will begin with an introduction of all persons and an explanation of the hearing’s purpose. The formal charges of the alleged Student Conduct Code violation(s) and the accused student’s response to them will then be reviewed. If applicable, the reporting party/victim may provide an opening statement and then he/she may respond to questions from the committee/hearing officer and from the accused student. Following that, the accused student may make an opening statement. Opening statements are an opportunity to describe yourself (year, major, career goals, interests, etc.) and discuss your involvement in this incident. You may prepare a written statement or outline if you choose. This is your opportunity to tell your side of the story and, for the accused student, the reasons for either accepting responsibility or disputing each of the charges.

Questioning
After your opening statement, the committee/hearing officer will ask you questions based upon the incident and the information you present. If applicable, the reporting party/victim (or accused student if you are the reporting party/victim) may ask you questions, as well.

Witnesses
All parties to the conduct proceeding may arrange for witnesses to present relevant information during the hearing. The accused student and reporting party/victim have the right to hear and question any witnesses that testify at the hearing. Pertinent records and written notarized statements may be accepted as information for consideration by the person or body conducting the proceeding. Witnesses will be called in one at a time during which they will be asked to provide a statement regarding the matter. They will be asked questions by the committee/hearing officer, the reporting party/victim, the accused student, and then will be dismissed. In some cases, accused students and alleged victims will be expected to submit their questions in writing in advance.

Potential witnesses that SCCR may be contacting: ______________________________________
Potential witnesses that the accused student may be contacting: ___________________________
Potential witnesses that the reporting party/victim may be contacting: _____________________

Closing Statements and Deliberation
The accused student and reporting party/victim will be asked any final questions and then will be invited to share a closing statement. The hearing will then be adjourned for the committee/hearing officer to deliberate in private to determine if the accused student is “Responsible” or “Not Responsible” for each of the charges and determine any sanctions, if appropriate.
Final Decision

In a SCCR Administrative Staff Hearing, the hearing officer decides the outcome of the case. If the finding is “Responsible,” on any charges, the hearing officer will make a decision regarding both status (Reprimand, Conduct Probation, Deferred Suspension, Suspension, Expulsion) and educational sanctions (Seminars, Reflective/Research Papers, Projects, Substance Use/Abuse Consultation, Community Service, Speakers, etc.). The hearing officer’s final written decision will be sent to the student’s UF email address.

In a Committee Hearing, the committee will reconvene after deliberation and the findings and recommendations will be read to the accused student and reporting party/victim. If the finding is “Responsible,” on any charges, the committee will make a recommendation regarding status sanctions (Reprimand, Conduct Probation, Deferred Suspension, Suspension, Expulsion), educational sanctions (Seminars, Reflective/Research Papers, Projects, Substance Use/Abuse Consultation, Community Service, Speakers, Restitution, Loss of Privileges, etc.), and academic penalties, if applicable. The committee’s recommendations will be presented to the Dean of Students for a final decision to be made. The Dean of Student’s final written decision will be sent to the student’s UF email address.

Appeal
The hearing will be audio recorded for appeal purposes, however, recording failures that occur notwithstanding good faith attempts shall not require a delay or affect the validity of the proceedings. If the accused student or victim chooses to appeal the final decision they must do so within 10 business days of receiving the final written decision. Information regarding the appeal process can be found at: http://www.dso.ufl.edu/sccr/procedures/appeal.php

Advisors
At one’s own expense and initiative the accused student and victim may each have an advisor present at the hearing, if they choose. The role of the advisor is to provide advice and support during the student conduct process to the student he/she is advising. The advisor may speak and exchange notes only to the student he/she is advising, but may not speak on behalf of the student or address the committee, hearing officer, or any witness. An advisor can be any individual who was not directly involved in the incident. It is the student’s own responsibility to make appropriate arrangements for the advisor to attend the hearing. The hearing shall not be delayed due to scheduling conflicts of the chosen advisor. The student members of the Honor Code Administration may help in this role (please see below).

Preparing for your Hearing with the Honor Code Administration
The Honor Code Administration is an executive directorship under the office of the Student Body President and serves as a resource for the student body by assisting in the conduct and conflict resolution process. Honor Code Administration students have been trained regarding the hearing process. Honor Code Administration students can help students prepare for a hearing by explaining the process and thinking through the best way to share the truth about the situation. They do not speak on anyone’s behalf or for the University. They are provided by Student Government and are available to help prepare prior to the hearing and assist throughout the process. Additional information regarding the Honor Code Administration can be found here: http://www.dso.ufl.edu/sccr/admin.php. The Honor Code Administration may be contacted at chancellor@sg.ufl.edu.

Additional Resources
Honor Code Administration: http://www.dso.ufl.edu/sccr/admin.php and chancellor@sg.ufl.edu
Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/
University Bursar (formerly Student Financial Affairs): http://www.fa.ufl.edu/bursar/
Academic Advising: http://www.ufadvising.ufl.edu/
Office of the University Registrar: http://www.registrar.ufl.edu/

Please visit our website for additional information regarding the conduct process and hearing procedures: http://www.dso.ufl.edu/sccr/