

## What to Expect at an Administrative Hearing

The hearing officer will send hearing notifications via email to all respondents. Refer to the notification for the date, time and location of the hearing. Please arrive 5 minutes prior to the scheduled hearing time.

Before arriving for the hearing:

- Respondents should dress appropriately for the hearing.
- Respondents are responsible for notifying his/her witnesses of the hearing time and location. (If applicable)
- Respondents should read through all incident reports.

The format of the hearing is as follows:

- The hearing officer introduces him/herself.
- The hearing officer will pass out a Hearing Form to indicate what each respondent is charged with.
- The respondents will be asked to read all incident reports aloud.
- The hearing officer will ask if there are any factual changes that need to be made.
- The hearing officer will read aloud the charges from the MC source and ask if there are questions.
- Respondents will be asked to mark their plea for each charge and sign the form.
- The hearing officer will collect the Hearing Forms.
- Respondents will be given the opportunity to explain in their own words what occurred.
- The hearing officer will ask any questions needed to clarify involvement with the incident.
- The hearing officer will ask for any closing statements.
- The hearing officer will dismiss the hearing.

After the hearing:

- The hearing officer will deliberate.
- All respondents will be notified of the outcome via email within three business days, not including the date of the hearing.