

## What to Expect at an Administrative Hearing

The Hearing Coordinator 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 any 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 Coordinator introduces their self.
- The Hearing Coordinator will pass out a Hearing Form to indicate what each respondent is charged with.
- The Hearing Coordinator will read aloud the charges from *The Source* and ask if there are any clarifying questions.
- The Hearing Coordinator will ask the respondent(s) to mark their plea as “responsible” or “not responsible” based on the definitions listed in the *The Source*.
- The Hearing Coordinator will ask if there are any factual changes to be noted from the Incident Report.
- The Hearing Coordinator will collect the Hearing Forms.
- Respondents will be given the opportunity to explain, in their own words, what happened.
- The Hearing Coordinator will ask questions to clarify involvement with the incident.
- The Hearing Coordinator will ask for any closing statements.
- The Hearing Coordinator will dismiss the hearing.

After the hearing:

- The Hearing Coordinator will deliberate.
- All respondents will be notified of the outcome via email within three business days (excluding the date of the hearing).