



PREPARING FOR A HEARING INDIVIDUAL

Throughout the Hearing, keep in mind that the intent of the Student Development team is to support each student as he/she interacts with Rockhurst University's Disciplinary Process. The system is an internal administrative process used by the University to resolve allegations of misconduct by 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 Code of Conduct 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. The Rockhurst community is hurt if a student is found responsible for engaging in actions prohibited by the Student Code of Conduct and/or the University. A charged student should:

1. Read the charge letter carefully. The charge provides you with details of the allegations against you. It states the specific policy/policies that you have been charged with violating. It schedules the date, time and location of the Hearing.
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 class and family responsibilities. Call to reschedule if there is a conflict or if you are unsure of the location of the Hearing.
3. Read the Student Handbook. Pay particular attention to the explanation of the guidelines 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. Think about what happened on the date in question. Write down everything you remember, including who was present, what was said, and what your feelings were.
5. 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. Check to be sure your advisor's schedule does not conflict with the Hearing. If there is a problem, call the number at the bottom of your charge letter to discuss it.
6. Arrive five (5) minutes early for your Hearing. A late arrival might result in rescheduling of your Hearing or a decision on the allegations in your absence.
7. Prepare yourself to discuss the incident in detail at the Hearing.
8. At the Hearing, share your written version and any other written statements you have received. Speak openly and honestly. Express yourself in an appropriate, respectful manner, similar to the way you wish to be treated.