



### **How to prepare for your University Hearing**

A University Hearing is a meeting with the "Hearing Board." The Hearing Board is made up of a hearing officer and any student conduct aides authorized by the Director of the Office of Student Conduct & Civility Education who meet with you to discuss alleged policy violation(s) and what happened from your perspective. This is your opportunity to have your side of the story heard and to add information to the investigation of the incident.

1. Read your charge letter carefully and take note of the charges you have been presented with prior to the hearing.
2. Read through the Code of Student Conduct. This will provide a greater understanding of the University's process.
3. Write down any questions you may have regarding information you have read.
4. As the incident will be discussed at this hearing, you may want to think back over the details of the event and make note of information you feel is important.
5. You may be accompanied by a support person. Discuss his/her role with your observer prior to the hearing.
6. You will be asked if you would like to present a final statement during the hearing, which is in addition to your version of the events during the incident. You may wish to write your thoughts down to refer to them during your statement.
7. The standard of evidence in a University Hearing is different than in a court of law. Here, the standard is preponderance of evidence, and the question becomes, "is it more likely than not that policy was violated?"
8. The entire proceedings of the hearing will be explained to you before the hearing begins, allowing you an opportunity to ask any questions you may have.
9. You are encouraged and expected to be honest about what happened and to take responsibility for your actions.
10. Remember, the University cares about its students and wants them to make healthy and safe choices. Being a part of the university community carries with it responsibilities. It is important for each member of the community to think about how their actions not only impact themselves but others as well.



### **The Appeal Procedure**

After your hearing, depending on what the finding of responsibility is, you may be eligible for an appeal. Below is information on how to write and submit your appeal. This information can also be found at [www.towson.edu/studentconduct](http://www.towson.edu/studentconduct).

Any disciplinary determination resulting in expulsion or suspension from the University, or removal from on-campus housing may be appealed to the Student Appeals Committee.

Any disciplinary determination resulting in any lesser sanction except as provided below may be appeals to the vice president for Student Affairs or designee.

The basis for appeal of a disciplinary sanction must be one of the following:

1. a flaw in the student's right of due process
2. evident bias in the decision of the hearing board or the individual conducting a Conduct Resolution Meeting
3. new evidence or insufficient consideration of all aspects of the situation
4. inconsistent or overly severe sanction imposed

Appeals must be submitted in writing to the Office of Student Conduct and Civility Education by the deadline indicated in the sanction letter. Only the reporting or responding student may submit an appeal, appeals may not be submitted by third parties, including parents or attorneys. Failure to appeal within the allotted time will render the original decision final and conclusive. Appeals shall be decided upon the record of the original proceedings, written letters submitted by the parties, and any further information requested by the committee, vice president of Student Affairs, or designee. The imposition of sanctions will not be deferred during the appeal process unless the student presents a compelling reason to the vice president for Student Affairs, or designee.

**Appeals should be received by the Office of Student Conduct and Civility Education in one of the following ways:**

1. Submitted online via the unique link located at the end of the sanction letter emailed to your student email address. (Note: this option is not available to all students depending on how your letter was sent).
2. Delivered in person to: Administration Building, Room 236
3. Sent via email to: [studentconduct@towson.edu](mailto:studentconduct@towson.edu)
4. Mailed via US Mail to the Office of Student Conduct and Civility Education, 8000 York Rd. Towson, MD 21252

If you have additional questions regarding how to prepare for your University Hearing please contact the Office of Student Conduct & Civility Education at either 410 704-2057 or [studentconduct@towson.edu](mailto:studentconduct@towson.edu).