

## Preparing for a University Hearing

It is highly recommended that you have a [Campus Advisor](#).

1. Provide the Office of Community Standards with the name of your Campus Advisor and support person, if any.
2. If you are the accused student, and would like someone (such as a family member or attorney) to have access to information about the case, submit a release form (available at <http://studentconduct.rutgers.edu>) to the Office of Community Standards.
3. Make an appointment with the Office of Community Standards (856-225-6050) to review the case file.
4. Review the investigation report, which is included in the case file.
5. Develop a list of evidence that helps to prove your version of events. Provide copies of this evidence to the Office of Community Standards by the submission deadline.
6. Develop a list of witnesses that you plan to call and present this list to the Office of Community Standards by the submission deadline. Your list should:
  1. include the witnesses' names, telephone numbers, and e-mail addresses
  2. indicate whether each witness is a factual or character witness
  3. include a brief summary of the information each witness will provide.
7. Confirm your witnesses' attendance and be sure that they know the date, time and location of the meeting. If a witness cannot attend the meeting, obtain a written statement from the witness and submit it to the Office of Community Standards. In order to be accepted, the statement must be witnessed by a Dean of Students, Conduct Officer, or notary public. Statements that are not properly witnessed or notarized will not be accepted. See [Preparing Witness Statements](#) for information on preparing witness statements.
8. Review the opposing party's witness list. Anticipate what these witnesses might say and prepare questions for them that will bring out information supporting your case. **Do not** contact the opposing party's witnesses.
9. Prepare a narrative statement. This is a full, detailed description of the incident in question and your version of events. You will introduce your evidence and witnesses when you present your narrative.
10. Anticipate what the opposing party might say and prepare questions for them that will bring out information supporting your case.
11. If your case will be heard at a University Hearing, prepare a closing statement (optional). This is a brief summary of the information you have presented and the conclusions you want the board to draw.
12. In the event that the accused student is found responsible, the Hearing Board or Conduct Officer will determine a sanction. Prepare a statement recommending an appropriate sanction. If you are the accused student, you may wish to obtain written statements from character witnesses. These statements may be introduced during the sanctioning portion of the meeting. If you are the complaint party, you may introduce a victim impact statement.