

## **Baker University Hearing Preparation Checklist**

The following is a summary of the steps you should take to be prepared for a conduct hearing.

1. Review the conduct procedures in the *Student Handbook*.
2. You have the right to have one advisor present at the hearing and it is recommended that you bring someone to serve in this role. Please submit the name of your advisor to the Assistant Dean of Students by 4:30 pm at least one (1) business day prior to your hearing date. Your advisor must be a person employed or enrolled at Baker University. The advisor cannot be an attorney. The advisor is not permitted to speak (except in quiet non-extensive consultation with you) or to participate directly in the hearing. The advisor cannot be a witness.
3. Prepare an opening and closing statement. For your benefit, you are advised to bring the statements in a written or typed format.
4. Review the charge letter and familiarize yourself with the referenced sections from the Code of Student Conduct before you come to the hearing.
5. Contact as soon as possible any witnesses you plan to have speak on your behalf.
  - a. It is your responsibility to inform your witnesses of the date, time, and location of the hearing.
  - b. You must forward the names of your witnesses to the Dean of Students before 4:30pm no later than one (1) working day prior to the hearing.
  - c. You should prepare your witnesses for the hearing. Each witness will be asked to:
    1. make a statement about his/her knowledge of the incident
    2. answer questions from the hearing board and the accuser
    3. wait in a designated area until the UCB informs him/her that the portion of the hearing that includes him/her has been closed. Witnesses may be called back to repeat portions of their account or to respond to new questions from the UCB prior to the close of the hearing.
6. Compile and bring any supporting documents to the hearing. A copy of all information will be retained in your conduct file. Provided at the hearing will be a copy of the complaint (Security Report, Incident Report).
7. Arrive at the hearing location 10 to 15 minutes prior to the beginning of the hearing. If you do not appear for the hearing, the University Conduct Board will proceed in your absence.
8. Be prepared to address the facts of the case and the particular incident of record.
9. For assistance and additional support, you may contact Dean Bailey, 785-594-8431 or Dean Flowers, 785-594-8304, who are able to provide guidance and support through your conduct experience. Please call for an appointment
10. If you have additional questions, please contact the Assistant Dean of Students at (785) 594-8304.