Your Right to an Adviser

You may have an adviser with you at your fact finding meeting. An adviser may be:

- A parent, guardian or family member
- A social worker
- A student advocate
- A faculty or staff member
- A friend
- An attorney

You may also choose to work with a trained hearing advisor. Contact information for hearing advisers is available in Department of Student Conduct and Community Standards.

If you choose to have an adviser present, they are not permitted to speak on your behalf during the hearing process. They are only to serve as support and give you advice as you participate in the hearing.

Please see the Code of Student Conduct for more information about the guidelines for advisers.

Appealing the Hearing Board Decision

- Appeals Board request form is due no later than five (5) business days after the Hearing Board decision.
- The sanction imposed by the Hearing Board shall be put on hold (or held in abeyance) until after the appeal has been considered and you have been notified of the Appeal Board’s outcome.
- The Appeals Board is composed of three members including one student, one faculty member and one contract professional or an additional faculty member.
- The appeal request form must include at least one of the grounds for appeal outlined in the Code of Student Conduct, which can be found at www.uakron.edu/studentconduct.
- The decision of the Appeals Board is a final decision unless the sanction is dismissal or revocation of degree. If the Appeal Board upholds a sanction of dismissal or revocation of degree, they may request a Presidential review.
- An appeals packet with more information will be given to you at the conclusion of your hearing.

Department of Student Conduct and Community Standards
Simmons Hall, Room 302
Akron, OH 44325-6207
Phone: 330-972-6380
Fax: 330-972-5884
**What is a Hearing Board?**

Every student has the opportunity to have a hearing before the University Hearing Board.

The University Hearing Board is composed of three faculty members, or contract professionals, and two students. The Hearing Board will determine if you are responsible for violating the **Code of Student Conduct**. If accused is found in violation of the **Code of Student Conduct**, they will issue an appropriate sanction(s).

Basic hearing procedures and the alleged violations will be reviewed and you will be asked if you accept or deny responsibility for violating the **Code of Student Conduct**.

Next, you and the complainant will be given the opportunity to make opening comments. Opening comments are generally an overview of the incident from your perspective.

After hearing from you and the complainant, the board will ask questions that will help them determine responsibility and/or sanctions.

Witnesses will also come before the board to provide additional information. After each witness speaks, you, the complainant, the board, and a representative of Department of Student Conduct and Community Standards will be able to ask questions of each witness.

Finally, you and the complainant will have the opportunity to make closing comments. Closing comments serve as a summary of the information presented to The Hearing Board during the hearing.

**What is a Hearing Board (cont...)**

Next, the University Hearing Board will go into closed session where they will review all information. The board will determine if the accused student is responsible or not responsible for violating the **Code of Student Conduct**. If the student is found responsible, the board will assign appropriate sanction(s).

At the conclusion of the hearing process an appeal packet will be made available. A representative of Department of Student Conduct and Community Standards will also be available to review this packet with you.

**To prepare for your University Hearing Board you could take the following steps:**

- Write down your recollection of events in question as completely as possible.
- Gather any information that you would like to present during the hearing.
- Inform the Department of Student Conduct and Community Standards of any witnesses that need to be present at your hearing.
- Make an outline of the information that you plan to present as well as a list of questions that you would like to ask during the hearing.
- While there is not a specific dress code, business casual attire is suggested.

**Please Note:**

Feel free to call if you have questions about the conduct process. However, the Department of Student Conduct and Community Standards generally will **NOT** give details about the alleged violations over the phone.

Also, the staff of the Department of Student Conduct and Community Standards may not discuss your disciplinary records with anyone except you without a signed FERPA waiver that expressly permits such disclosure. You may receive a FERPA waiver by visiting the Department of Student Conduct and Community Standards or visiting the SJA web page at www.uakron.edu/studentconduct.