

## Preparing for a Disciplinary Conference or University Hearing

Before the conference or hearing, you and your Campus Adviser should:

1. Provide the Dean of Students Office with the name of your adviser and support person, if any.
2. If you are the accused student, and would like someone (such as a parent) to have access to information about the case, submit a release form (available at <http://studentconduct.rutgers.edu>) to the Dean of Students Office.
3. Make an appointment with the Dean of Students Office (856-225-6050) to review the case file.
4. Review the Preliminary Review 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 Dean of Students Office.
6. Develop a list of witnesses that you plan to call. This list should:
  - include the witnesses' names, telephone numbers, and e-mail addresses
  - indicate whether each witness is a factual or character witness
  - include a brief summary of the information each witness will provide.

Present this list to the Dean of Students Office by the submission deadline.

Confirm your witnesses' attendance and be sure that they know the date, time and location of the conference or hearing. If a witness cannot attend the proceeding, obtain a written statement from him or her and submit it to the Dean of Students Office. In order to be accepted, the statement must be witnessed by a Dean of Students, a Conduct Officer, or by a notary public. Statements that are not properly witnessed or notarized will not be accepted. Visit <http://studentconduct.rutgers.edu> for information on preparing witness statements.