

Conduct Hearing Pointers

1. It is important to understand the charge(s) filed against you by reviewing the policies outlined in the *Student Code of Conduct*, which can be found on the Wesley website. If you have any questions about the charge(s), you should contact the Conduct Coordinator's Office at (302) 736-2585.
2. If you have any witnesses to the alleged violation(s) whom you want to attend the Hearing, it is **your responsibility** to contact them and inform them of the Hearing time and location.
 - a. Your witness(es) may instead choose to submit a written statement. This statement must either be emailed directly to the Conduct Coordinator or be dropped off in the Student Affairs Office. If dropped off, the statement must be signed by the witness.
3. You may choose to have an Advisor at your Hearing. An Advisor can be anyone you want – family, friend, etc. They can whisper to you or write you notes during the Hearing, but they may not speak on your behalf.
4. You may choose to submit up to two character reference letters. These can be from anyone – professor, friend, coach, boss, etc.
 - a. These must either be emailed directly to the Conduct Coordinator or be dropped off in the Student Affairs Office. If dropped off, the letter must be signed.
5. Witness names and/or statements, the name of your Advisor, character reference letters, and any other evidence that you wish to submit must be submitted to the Conduct Coordinator at least **24 hours prior** to your Hearing to be considered.
6. In the event you miss class due to a Hearing, you may opt for Conduct Coordinator to contact your professor and state that you have a “mandatory meeting with Student Affairs,” asking for your excusal without penalty. For this to occur, you must provide the Conduct Coordinator your professor's name, the class time, and the name of the class.
 - a. Ultimately, it is up to your professor if they will excuse you for a Hearing.
7. If you do not attend the Hearing, the outcome will be decided in your absence.
8. During the Hearing, you should present *your* version of the incident(s).
9. You may wish to bring notes for your use during the Hearing, or bring a statement to read aloud. You should be prepared to provide a description of the incident(s) and any Closing Remarks.
10. The Hearing Chair will indicate when it is your turn to ask questions or to present information. Do not interrupt or argue with another person giving testimony.
 - a. Outbursts will be met with a warning. If they continue, you may be asked to leave the Hearing, and you may not be permitted to return.
11. Any questions regarding the conduct process before or after your Hearing takes place should be directed to the Conduct Coordinator in CC 119 or the Dean of Students in CC 125.