As a student, you have been accused of a violation of the College of Charleston Guide to Residential Living/Code of Conduct. This alleged violation is to be resolved via an informal hearing before a Hearing Officer of Residence Life. Before this meeting we want to confirm you understand the process of the informal hearing, your rights and responsibilities, and the potential outcomes.

- You have received a notification of the charges; a notification of the date, time, and location of the informal hearing
- You have been given verbal notification of the charges before the informal hearing has begun.

Each case of an alleged policy violation will be dealt with in a manner which scrupulously protects the rights of the complainant and respondent. Just as the College of Charleston Honor System demands that students maintain high standards of integrity, it also demands that students receive fair and impartial treatment in every situation. Any College of Charleston student bringing forth an allegation or accused of violation of the Guide to Residential living has the following rights:

- The right to have all proceedings and information relating to a pending or disposed of allegation kept private to the maximum extent possible, consistent with FERPA.
- The right to be made fully aware of the cause for the hearing, the potential violation, the policy itself, and the reasoning behind any sanction if found in violation.
- The right to request a different hearing officer to hear the alleged violation of policy if he/she feels there is any bias created from previous incidents heard, personal relationship with officer, or if the officer was present at the time of violation.
- The right to, at the discretion of the hearing officer, postpone the meeting for a period no longer than ten (10) business days in the absence of extraordinary circumstances, to be determined by the hearing officer.
- The right to remain silent without adverse inference.
- The right to the presumption of not having violated a code and/or policy, to have the burden of proof borne by the College or the complainant, and to have violation(s) proven by a preponderance of the evidence.
- The right to receive written notice of the outcome of the hearing and any sanctions in place if found in violation.
- The right to appeal any decision made by the hearing officer, by following the appeals process which will be sent to you after a final decision has been determined.
- The right to waive the aforementioned rights.

Once you have read these rights, please acknowledge to the Hearing Officer that you have read and understand them. If you have any questions, please ask them immediately.

After confirming your rights, the hearing officer present will explain the informal hearing process to you before starting, please confirm that the following was explained to you by the officer:

- The role that a hearing officer has for the case
- That the decision in the hearing will be based off of Preponderance of Evidence
- That sanctions can be given if found in violation of policies
- That these hearings are confidential in nature

Once the hearing has been completed you will receive a Case Resolution Form with any final outcomes and actions required. When presented with this form you will be asked to sign to confirm that Informal Hearing was completed and you are aware of any outcomes and requirements from this Informal Hearing. If you wish to appeal, a form will be sent to your student email with that process.