

# What Will Happen At My Hearing?

---

## Hearing Procedures:

- Introductions
- Comments regarding tape recording of proceedings
- Comments regarding confidentiality
- Presentation of charge(s)
- Student Plea

## If plea of 'not responsible' is entered:

- The complaining party presents its case including any written information.
- The panel and charged party questions the complaining party.
- The complaining party witness is called.
- The complaining party questions the witness.
- The panel and charged party question the witness.
- The accused party presents its case including any written information.
- The panel and complaining party question the accused party.
- The accused party witness is called.
- The accused party questions the witness.
- The panel and complaining party questions witness.

## If plea of 'not responsible' is entered:

- Panel dismisses all parties and deliberates in private using preponderance of the evidence as its standard. **This deliberation is not recorded.**
- The student is notified in writing of the results of the hearing.

## If plea of 'responsible' is entered:

- Complaining party makes statement about the incident.
- Accused party makes statement about the incident.
- Panel deliberates in private to determine sanctions.
- The student is notified in writing of the results of the hearing.

## Standard of Proof

**The standard of proof in The Sage Colleges Student Code of Conduct hearing process is clearly different from that used in criminal cases.**

**The panel will follow preponderance of the evidence as its standard of proof.**

**Preponderance of evidence dictates that the information presented at the hearing causes the panel to find that it is more likely than not that the accused student is responsible for the charge(s).**

## Please Keep In Mind

- Keep and respond promptly to all letters.
- Be prepared to tell the truth. False information may result in more judicial action.
- **Do not** wear a cap, chew gum, or bring food to your hearing.
- If you are going to be late or need to reschedule your hearing, please call the Student Code Administrator before the date and time. **Without notification, the hearing panel is allowed to proceed without you.**



# Now What Do I Do?

Your rights and responsibilities as a student or student organization charged with a violation of the Student Code of Conduct

---

Office of Student Conduct  
Studentconduct@sage.edu  
(518)-244-2008

# Preparing for Your Hearing

---

**There are many ways for you to prepare and respond if you have been charged with a violation (or multiple violations) of the Student Code of Conduct. Please consider the following suggestions as you move forward in the process:**

1. **Read your charge letter carefully.** It contains important information about the charge (s), the hearing, and the hearing procedures. It will also tell you who the Student Code Administrator is.
2. **Read the appropriate sections in the Student Handbook.** Make sure you understand the charges against you and your rights as a student.
3. **Read the hearing procedure handout that you received with your charge letter.** This handout explains the hearing step by step. Once you have reviewed these documents, you should be ready to prepare your case.
4. **Select an advisor.** You can select anyone from The Sage Colleges community (faculty, staff, administrator, or student) to assist you as you prepare you for your hearing. Your advisor can help you prepare for the hearing and can be present with you at the hearing.
5. **Collect information.** You can present witnesses as well as other visual material if it is relevant to the charges you are facing.
6. **Contact relevant witnesses.** You must submit the names of your witnesses ahead of time. Your charge letter will tell you when and to whom you must submit the names. Admission of witnesses is at the discretion of the Code Administrator. If he/she does not think your witnesses are relevant to the charge(s), they may be refused. You can also request that the hearing officer provide you with the names of the complaining party's witnesses once they are available. You should think about the types of questions that you would like to ask each witness during the hearing. You will have the opportunity to ask questions of any witness that appears before the hearing panel. When you address a witness if must be in the form of a question.
7. **Prepare an opening statement.** You will have the opportunity to make an opening statement to the hearing panel/officer. This will set the framework for the rest of the material/information you intend to present.
8. **Prepare a closing statement.** This should summarize the information you have presented and include any closing remarks you would like the panel to hear before they begin considering the merits of your case.
9. **Get your questions answered.** If you have questions, contact the Chief Conduct Officer or your advisor prior to your hearing.
10. **Reach out for help.** If you do not have an advisor but would like to have someone review your case with you, contact the Chief Conduct Officer and one can be assigned to you.



## Now What?

---

You have been charged with violating The Sage Colleges' Student Code of Conduct. Are you familiar with your rights and responsibilities as a student? Do you know what to do next?

For answers to those questions and more, please read this brochure as well as The Sage Colleges' Student Handbook. If you have additional questions after reviewing this material, please email [studentconduct@sage.edu](mailto:studentconduct@sage.edu)

## You Have The Right

---

- ⇒ To be informed *in writing* of the charge and the time and date of the hearing.
- ⇒ To know the nature and source of information against you.
- ⇒ To question any witnesses.
- ⇒ To present a defense.
- ⇒ To appear with an advisor.
- ⇒ To challenge a panel member's or hearing officer's ability to participate impartially in the hearing.
- ⇒ To have a hearing that is closed to the public.
- ⇒ To appeal any decision made by a hearing panel or hearing officer.
- ⇒ To receive a written copy of the findings of the hearing.