

Respondent's Guide

for University Conduct Board Hearings

Please refer to Part 8 of the
[Student Conduct System Handbook](#)
for full details.

BEFORE THE HEARING

Can I Reschedule the Hearing?

Yes, Community Standards does offer one reschedule request. Upon your request, your University Conduct Board (UCB) hearing will be rescheduled. We will work to find a new date/time for the hearing based on your request and the availability of our University Conduct Board. You will receive an updated Hearing Notification letter indicating the new hearing date and time including a new deadline date for the submission of supporting information and documents.

What If I Do Not Participate in the Hearing?

This is your choice, but the hearing will still proceed without you. The University Conduct Board will review all available information and make a decision in your absence. Choosing not to attend means you forfeit the opportunity to respond to the information presented, clarify misunderstandings, or answer questions from the UCB. Your participation is strongly encouraged to ensure your perspective is fully considered.

Can I Have Witnesses?

Yes. Respondents may have up to **five factual witnesses** participate in a hearing. Factual witnesses are individuals who have direct knowledge of the incident and can provide relevant information. Character witnesses are not permitted. Witnesses must be identified and [submitted to Community Standards](#) by the deadline listed in your Hearing Notification letter. All witnesses will be called individually during the hearing and will only be present during their portion of the process.

Am I Allowed to Review the Incident Report before the Hearing?

Yes, you will receive a redacted version of your hearing file two business days before the hearing. You may [request a copy](#) earlier by contacting Community Standards.

Can I Speak with Someone in Advance to Better Understand the Process?

Yes, you are encouraged to meet with your [Procedural Advisor](#) to review the hearing process and what to expect. It is best to schedule this meeting at least three business days before your hearing.

Community Standards and [Student Outreach and Support](#) staff members are also available to answer any questions you may have.

Where Will the Hearing Happen?

Hearings are conducted virtually via Zoom. Please arrange for a quiet location free from distractions for your meeting.

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DURING THE HEARING

Who will be at the Hearing?

- *UCB Chair:* A designated UCB member responsible for facilitating the hearings and decided which questions are relevant.
- *University Conduct Board (UCB) Members:* A group consisting of students, faculty, or staff who evaluate whether a student violated university policies and, if so, determine appropriate sanctions.
- *Case Presenter:* This individual presents information on behalf of the university. This individual is not involved in the outcome of the hearing.
- *Community Standards Advisor:* This individual is a full-time staff member in Community Standards, and coordinates the logistics, manage technology during the hearing, and answer procedural questions. This staff member is not involved in the outcome of the hearing or decision-making process.
- *Procedural Advisor:* A full-time Syracuse University student, faculty, or staff member who offers procedural guidance to the Respondent or witnesses. They have no role in determining the hearing's outcome.
- *Witnesses:* Individuals with direct knowledge of the incident who provide factual information during the hearing. Both the **Respondent** and the **Case Presenter** may each call up to **five factual witnesses**. Witnesses are only present during the portion of the hearing when they are providing information and may not attend other parts of the hearing. Character witnesses are not permitted.

How Are Questions Asked During the Hearing?

All questions are directed through the University Conduct Board. UCB members may ask you questions directly. The Respondent and Case Presenter may pose questions, but those questions will be asked through the UCB Chair. The UCB Chair may rephrase a question but will instruct you when to answer a question.

How Long is a Hearing?

Hearings are scheduled for up to 3.5 hours. The length of the hearing will depend on the case, number of witnesses, and the number of questions asked. If additional time is needed the hearing can be paused and a continuance will be scheduled.

Can I take a break?

Absolutely, please inform the UCB Chair whenever you need to take a break.

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AFTER THE HEARING

Will I Be Notified of the Outcome?

Yes. You will receive an outcome letter **within ten business days after the hearing**. The day of the hearing **does not count** toward the ten business days.

The letter will be sent to your Syracuse University email and will include the decision, the rationale, and any assigned sanctions. If there is a delay for any reason, Community Standards will notify you.

Can I Appeal an Outcome From the University Conduct Board?

Yes. The [Appeals Process](#) is outline in Part 10 of the Student Conduct System Handbook. Appeals must be submitted within five business days of receiving your Hearing outcome. Appeals must be based on one or more of the following reasons:

- a. New information is provided that was not reasonably available at the time of the original hearing.
- b. Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing.
- c. Grossly inappropriate sanction having no reasonable relationship to the charges.

ADDITIONAL RESOURCES

- [Formal Hearing Process Overview](#)
- [Frequently Asked Questions About the Conduct Process](#)
- [Campus Support Resources](#)