

During

the Campus Judicial Board Hearing:

1. Show up on time to the hearing. If you do not provide good cause for a delay or absence, the hearing will proceed without you.
2. Present an opening statement. Be specific and brief. After opening statements have been given, the University will present its witnesses and evidence.
3. The accused may question the University and its witnesses prior to the board questioning them. Once the University has presented all of its witnesses and evidence, you will be given the opportunity to present your evidence and call your witness(es).
4. Present witnesses in a logical order so that their combined testimony will be clear. If witnesses are unable to attend, they may prepare a signed statement. The board may ask questions of any witness. The hearing officer shall exercise control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing.
5. Present your final statement. Summarize all arguments briefly and clearly, and explain why this evidence supports your claim.
6. Wait outside the hearing room while the board deliberates. The hearing officer will recall everyone into the room and read the decision of the Board. If found not in violation, no additional action will be taken.
7. If found in violation, you may take this opportunity to make a final statement before the Board decides on sanctions. The Board will again deliberate while you wait outside.
8. You will be called back to hear the final decision. A written notice of the decision will be given to you.

After

the Campus Judicial Board Hearing:

1. Review the written decision and sanctions.
2. If the accused believes the sanctions to be unjust, the sanctions may be appealed in writing to the Associate Vice President for Student Affairs and Dean of Students within 72 hours of the hearing. The decision of the AVPSA/DOS is the final step in the judicial process within the University.
3. Adhere to the sanctions given by the Board or AVPSA/DOS.

Notes

Regarding Appeals:

1. Appeals must be submitted to the Office of Judicial Affairs, Student Center 201, by the given deadline.
2. Appeals do not dictate a new judicial hearing.
3. Appeals should be based on the following:
 - a. Did new information come to the forefront which would have impacted the decision?
 - b. Were the procedures as outlined in the Code of Student Conduct followed?
 - c. Were the sanctions arbitrary and capricious?



COASTAL CAROLINA
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6/08



STUDENT GUIDE FOR JUDICIAL HEARINGS



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The Office of Judicial Affairs has been authorized by the University to enforce the Code of Student Conduct. The Code of Student Conduct outlines the expected behavior of each student. All students, upon entrance to the University, agree to abide by the rules and regulations that are set forth in the Code of Student Conduct. Thus, each student is responsible for conforming his or her conduct to the requirements of this Code and applicable federal, state and local laws.

Violations of the Code will be adjudicated by the Coastal Carolina University Judicial System, which reflects and supports the educational mission of the institution. This system ensures fair and equitable treatment to all individuals who are charged with or are the victims of student misconduct.

Certain behavior violates both the University regulations and local, state or federal laws. In such instances, the University may institute disciplinary action prior to the adjudication of the offense in off-campus courts or may await the outcome of off-campus prosecution before initiating the campus disciplinary process.

The fact that civil authorities may or may not impose punishment will not prevent the University from protecting its educational mission and its community by taking suitable action against a student.

Any complaint filed against a student which alleges non-academic misconduct will be forwarded to the Office of Judicial Affairs. A judicial officer will then schedule a judicial conference with the student to review the charges and the hearing process. An adviser may be present during this judicial conference and any subsequent hearing but may not participate in any of the judicial proceedings.

Accused students may choose to accept the decision of the judicial officer or have their cases heard by the Campus Judicial Board.

Before

a Judicial Conference:

1. Review notice of hearing and charges. For clarification, read the Code of Student Conduct.
2. Seek and secure the assistance of an adviser, if desired.
3. Notify witnesses.
4. Gather evidence, talk with witnesses, prepare a statement, write out questions for witnesses, develop closing statement, and have recommended considerations.



During

a Judicial Conference:

1. Be on time and be prepared.
2. State whether you feel you are/are not in violation of the charge(s).

3. Be clear, honest and concise with answers to questions and in your statements.
4. Suggest sanctions if you are in violation.
5. At the Judicial Conference, one of the following will occur:
 1. The judicial officer will find no basis for the complaint and dismiss the allegation as unfounded.
 2. The judicial officer agrees on the facts of the case and the assigned sanctions. No further action is necessary.
 3. The judicial officer does not agree on a resolution and the case is referred to a hearing with the Campus Judicial Board.

Before

the Campus Judicial Board Hearing:

1. Prepare for the hearing:
 - a. Gather any factual evidence pertinent to your case.
 - b. Determine whether you want to present witnesses on your behalf. Notify them of the hearing and go over any questions you intend to ask.
 - c. Be prepared to state whether you feel you are/are not in violation of the charge(s).
 - d. Develop an opening statement. If you are in violation of the charge, this statement may indicate reasons for the behavior.
2. Notify the Office of Judicial Affairs of any witnesses you intend to call. Provide the name of your adviser if one will be present at the hearing.