



What to Expect in an Administrative Hearing

INTRODUCTIONS AND PROCEDURAL OVERVIEW

- The Hearing Officer will introduce themselves and explain their role in the conduct process. Your Hearing Officer will be either a student affairs staff member or graduate fellow.
- You will receive a brief explanation of the Community Standards process and the purpose of the meeting. The meeting is a conversation between you and the hearing officer.
- You may ask questions or seek clarification at any time during the hearing.

STUDENT ACCOUNT AND PERSPECTIVE

- You will be invited to share your account of the incident and any relevant context.
- This is your opportunity to explain what happened from your point of view, including any background information you feel is important.
- You are encouraged to be honest and reflective in your responses.

PRESENTATION OF INFORMATION

- The Hearing Officer will review the incident report(s), including any documentation, photos, or statements received by the Office of Community Standards.
- This review is intended to give you a clear understanding of the alleged policy violation(s) and the basis for the meeting.

DISCUSSION AND CLARIFICATIONS

- The Hearing Officer may ask questions related to the situation, your decision-making, and any relevant context.
- This part of the meeting is designed to gather additional information and promote mutual understanding.
- You will be provided the opportunity to share your perspective, relevant context, and response to the report. You may also ask questions or request clarification at any time.

CONCLUSION AND NEXT STEPS

- The Hearing Officer will explain what happens next and when you will receive an outcome.
- Typically, an Outcome Letter will be sent via email within a few business days, which will include any findings and sanctions (if applicable).
- You will be informed of your right to appeal and how to do so, if eligible.

Quick Tips and Reminders

- You may bring a supportive advisor (Merrimack community member) to the meeting.
- You are not required to agree with the information presented—you're encouraged to share your truth
- Hearing Officers are not there to trap or trick you—they aim to understand and educate.