



# ADMINISTRATIVE HEARING PROCESS

## Administrative Hearing Process

All meetings are mandatory besides the Pre-Administrative Hearing. Students will meet with a Hearing Officer for this process.

## Pre-Administrative Hearing

The Pre-Administrative Hearing meeting is designed to educate students about the Bentley student conduct process prior to their Administrative Hearing with a Hearing Officer. Students have the ability to meet with a Student Conduct Assistant prior to their Administrative Hearing. **This is not mandatory.**



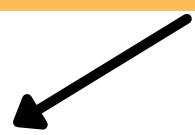
## Administrative Hearing Occurs

Student meets with Administrative Hearing Officer to discuss the alleged conduct/alleged policy violation, and impact on the student and community.



**Student Does Not  
Accept Responsibility  
for alleged violations**

**Student Accepts  
Responsibility for  
alleged violations**



**Hearing  
Officer refers  
student to  
Office of  
Student  
Conduct for  
further review**

**If Hearing  
Officer agrees,  
case is closed**

**Student Does Not  
Accept Sanctions**

**Student Accepts  
Sanctions**



**Student will receive email  
with sanctions and can  
appeal via Advocate**

**Conduct case is  
closed and student  
will receive email**

## Appeal Process Information

Appeals of conduct decisions must be made in writing and must state and explain in detail the reason(s) for the appeal. In order for an appeal to be considered, an appeal must be submitted no later than five (5) working days of the decision notification date. **Appeals may be made if: (1) There has been a failure of fair process, (2) There is new, relevant information that was unavailable at the time of the hearing, (3) The sanctions impose an undue hardship.** The appeals process is the final step a student can take in the student conduct system. The decision rendered as to whether or not an appeal will be granted is final. If an appeal is denied, the student cannot appeal the decision for that case again. The student will be notified within a reasonable amount of time as to whether or not an appeal is granted. Sanctions given by the administrative hearing officer or conduct board will stand until the decision on the appeal is made. If an appeal is granted, the case either will be resolved administratively or forwarded to the appropriate personnel. If the case is to be heard again, the student will be notified within a reasonable amount of time as to the date and time of the hearing. If the appeal is denied, the conduct process ends.