



PRE-ADMINISTRATIVE HEARING MEETINGS

**LEARN ABOUT
THE CONDUCT
PROCESS**

**SUPPORT FROM
STUDENT CONDUCT
ASSISTANTS**

**POLICY AND
SANCTION
INFORMATION**

**UNDERSTAND
STUDENTS'
RIGHTS**

In 2021-2022...

Over 115 students (~20%)
participated in a Pre-Admin
Hearing Meeting!

100% of students agree or
strongly agree that they
would recommend the Pre-
Admin process to their peers!

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. **A Pre-Administrative Hearing meeting is not mandatory** and is intended to provide support and education about the conduct process to students prior to their mandatory Administrative Hearing.

Once the Office of Student Conduct has determined that a student will have an Administrative Hearing for allegedly violating campus policy they will be sent an email with instructions for how to sign up for a Pre-Administrative Hearing meeting, as well as notified that a Hearing Officer will reach out separately to schedule the Administrative Hearing.

Pre-Administrative Hearings will be conducted by Student Conduct Assistants (SCAs), which are student employees in the Office of Student Conduct. SCAs are well-trained and experienced within the Office of Student Conduct as they help to staff the front desk in our office space, serve on the Student Conduct Board, and support all initiatives within the Office of Student Conduct. SCAs will explain the conduct process, answer questions a fellow student may have, explain campus policies and potential sanctions, and be able to refer questions to a student's Hearing Officer/Office of Student Conduct.

Information shared with SCAs is private but not confidential. SCAs will take notes during the meeting and all information will only be shared with the student's Hearing Officer and the Office of Student Conduct

Whether a student participates in a Pre-Administrative Hearing does not impact the decision of their conduct case. It is solely intended to support students through the conduct process and ensure they are successful by offering an opportunity to learn more about what to expect during the conduct process. The Office of Student Conduct encourages students to take advantage of this opportunity!

In order to maintain a timely conduct process students MUST click on the link below no later than 24 hours from receiving their notification message to schedule a meeting.

LOG INTO YOUR STUDENT PORTAL to schedule a meeting! (using the 'Request an appointment' button)

The Office of Student Conduct Information:

GA_StudentConduct@bentley.edu | 781-891-2161 | STU 320 (M-F, 8:30a-4:30p)