

# OVERVIEW OF THE STUDENT ACCOUNTABILITY PROCESS



## Student Accountability & Community Standards SALISBURY UNIVERSITY

*This publication is intended to help students prepare for their upcoming student accountability hearing. Please refer to the Code of Community Standards for additional information.*

Housed within Dean of Students Office, Student Accountability and Community Standards supports Salisbury University's educational mission by helping maintain a campus community in which high standards of courtesy and integrity are practiced by every member.

**Student Accountability and  
Community Standards  
Dean of Students Office**

Guerrieri Student Union, Room 213  
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# Overview of the Student Accountability Process

Please note that you are welcome to bring the support person of your choosing as an Advisor to any student accountability meeting. You are required to complete an Advisor Form, available on our website, in order for an Advisor to participate in student accountability proceedings.

## PREPARING FOR YOUR PRE- HEARING MEETING

If you receive Notice of Alleged Violation, it does not mean you have violated the Code of Community Standards or that you “did something wrong.” It does mean your name was on a report and you have an opportunity to come and share what happened, if anything, before a decision is made.

**Before your pre-hearing meeting, you should:**

- Carefully read your Notice of Alleged Violation.
- Mark your calendar with the date, time, and location for your upcoming meeting.
- Respond to your Case Administrator if there is a scheduling conflict.
- Review the Code of Community Standards.
- Gather any information you may want to share with the Case Administrator at the initial meeting.

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## PRE- HEARING MEETING

The pre-hearing meeting is an important step in the student accountability process. It allows you to make informed decisions in the resolution of the matter.

**At the pre-hearing meeting, you will:**

- Have the student accountability process and alleged violations explained to you in detail.
- View the incident report or complaint and any other documentation related to the incident.
- Be given the opportunity to share preliminary information about the incident.
- Be given the opportunity to accept or contest responsibility for the alleged violation(s).
- Be given an opportunity to indicate your preferred resolution method.

If you accept responsibility for the alleged violation(s), the Case Administrator will discuss sanctions with you in an Administrative Conference. If you contest responsibility for the charges, you will be referred to a hearing.

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## HEARING

The purpose of the student conduct hearing is to determine responsibility. The hearing may be conducted by an administrator or a board, depending on the situation. **You will have the opportunity to indicate your preference between the two forms of resolution.** You also have the option to submit the following information to your Case Administrator before your hearing:

- A list of witnesses (at least two business days in advance).
- Documentation, including a written statement, witness statements and/or character statements (at least two business days in advance).
- Name of your Advisor (at least one business day in advance or three business days if Advisor is an attorney).

### During the hearing, you will:

- Have an opportunity to formally contest responsibility for the charges.
- Be given an opportunity to share information about the incident, including documentation and witnesses.
- Have the opportunity to share any thoughts you may have regarding the outcome of the meeting.

***PLEASE NOTE:** In the sanctioning phase, if you are found responsible for a violation, the hearing authority will develop an Action Plan to resolve the incident – you are encouraged to share any thoughts you may have in regard to sanctioning with them for their consideration.*

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## APPEALING THE DECISION

Students have the right to appeal the outcome of a hearing. **Please note that the finding of responsibility cannot be appealed by students who accepted responsibility for a violation of the Code of Community Standards;** however, those students still have the right to appeal the sanctions. If a student appeals the decision, the resulting requirements are placed on hold and will not go into effect until the appeal is reviewed and a decision is rendered.

### If you would like to submit an appeal, make sure that:

- It is submitted within five business days from the date of the outcome letter.
- It includes an Appeal Form and an appeal letter.
- It is based on at least one of the grounds for appeal specified in the Code of Community Standards.

Please refer to the Code of Community Standards and the Appeal Form for detailed information on appeal rights and guidelines. Failure to observe these guidelines for appeal submission may result in the dismissal of your appeal.

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## COMPLETING YOUR ACTION PLAN AND SANCTIONS

Your outcome letter will provide all information needed to complete your requirements, including guidelines and deadlines. It is your responsibility to adhere to any and all sanction requirements until/unless you are informed in writing of approved modifications. **Students who fail to complete disciplinary sanctions in a timely and satisfactory manner may be charged an additional \$50 fine for each instance of a missed educational sanction and/or a \$100 fine for each instance of a missed intervention or restorative sanction, not to exceed \$150 total.**

## Quick Facts

- The student conduct process is **educational** in nature.
- A “**preponderance of evidence**” (or “more likely than not”) standard will be used in the resolution of reports or complaints of misconduct.
- All case records are kept **confidential** to the extent permitted by law.
- The **University email** is the primary communication for the student accountability process.
- **Failure to attend** any student conduct meetings may result in a decision being made in the student’s absence.
- Students may be **accountable to both civil and criminal authorities and to the University** for acts that may constitute violations of the law and the University’s Community Standards.

## Resources At-A-Glance

### ON CAMPUS

- If you are not sure where to start, the **Student Affairs Case Manager** can connect you with appropriate support services on campus and in the community.  
Guerrieri Student Union, 212 | 410-543-6080
- The **Center for Student Achievement** supports student learning, academic success, and personal growth through an array of programs designed to maximize your academic achievement.  
Guerrieri Academic Commons, 270 | 410-677-4865
- The **Counseling Center** provides students with effective mental health services to foster a healthier campus community.  
Guerrieri Student Union, 263 | 410-543-6070
- The **Disability Resource Center** provides guidance, access to resources and accommodations for students with documented disabilities.  
Guerrieri Student Union, 263 | 410-543-6070
- The **Salisbury University Police Department** provides professional, competent and compassionate law enforcement services and security.  
East Campus Complex | 410-543-6222

### LOCAL COMMUNITY

- The **Life Crisis Center** provides a wide range of services to victims of domestic violence, sexual assault, and child abuse. It also houses the suicide hotline and is the designated information and referral center for Maryland 2-1-1 for the entire Eastern Shore of Maryland.  
410-749-4357 (available 24/7)
- **Salisbury Police Department:** 410-548-3165
- **Fruitland Police Department:** 410-548-2804
- **Wicomico County Sheriff’s Office:** 410-548-4891
- **Maryland State Police:** 410-749-3101