

**What does it mean to be documented?**

Being documented refers to the process used by Hilbert to report incidents that occur. "Being documented" means that you may have been involved in an incident where a conduct violation has taken place. Each member of the Residence Life staff is required, as a condition of employment, to document each incident.

**Does this mean I am responsible for something?**

No. Being documented for an incident does not imply or automatically assume that you are responsible for those events or actions that have taken place. "Being documented" is Hilbert's way of keeping records of concerns.

**What happens next?**

An incident report with a detailed summary of the incident will be submitted to the Offices of Residence Life and Judicial Affairs for review. If the report alleges a violation of Hilbert College's Student Code of Conduct has taken place, the report will be addressed through the conduct process.

**Then what?**

If you are alleged to have violated a policy, you will receive a Notice to Appear within a few days stating the date and time of your scheduled hearing appointment. Please be sure to check your Hilbert email every day since this letter will provide the specific meeting date and time of your meeting.

**What is the Judicial process?**

The Judicial process determines if students are responsible for alleged violation(s) of Hilbert College's Student Code of Conduct, including Residence Life policies. At your meeting the incident will be discussed. You will be given the opportunity to talk about what happened from your point of view and may be asked additional questions to clarify the situation. Then a decision will be made regarding who is responsible for the alleged violation and if you are found responsible, sanctions will be assigned.

**What do you mean by sanctions?**

"Sanctions" can refer to a variety of things depending upon the violation; the less serious the violation, the less serious the consequences, or sanctions. The goal of the judicial system is to educate students about the impact their individual decisions have on themselves and their community. Sanctions are viewed as learning opportunities, not punishment.

**How is responsibility determined?**

Usually the facts of the alleged violation are clear and the student and hearing officer agree about responsibility. When there is a disagreement, the standard of the judicial system in making a final determination is the preponderance of evidence (more likely than not). The hearing officer will determine "Is it more likely than not that the student is responsible?"

**Who are the hearing officers?**

The Director and Assistant Director of Residence Life.

**What if I disagree with the decision?**

If you disagree with the hearing officer's determination, the judicial process allows the opportunity for you to submit an appeal. Your appeal will be reviewed by the Dean of Students. Detailed information about the appeal process will be given to you.

**What if I do not attend my scheduled meeting?**

It is your choice as a student to not attend your conduct meeting; however, a hearing will be held in your absence.

**What happens if I do not complete my sanctions?**

A hold will be placed on your student account preventing you from registering or changing any classes. You will also not be able to request a copy of your transcript.

**What if I have questions or concerns before my scheduled meeting date?**

Contact your hearing officer. Their contact information will be in the Notice to Appear.