



ALL-CAMPUS JUDICIAL COUNCIL

UNIVERSITY OF ROCHESTER STUDENTS' ASSOCIATION

An Introduction to ACJC Proceedings *for respondents*

The All-Campus Judicial Council (ACJC) is a student organization authorized by the University and the Students' Association to handle violations of the University's student conduct standards. ACJC provides a true jury of one's peers: *students* determine whether the accused student or student group is responsible for the alleged violations and *students* decide on the appropriate sanctions for those found responsible. Because ACJC performs most of its work through direct accounts from witnesses and respondents, the Council places paramount importance on hearings. Please take the hearing you are asked to attend seriously.

You have the right to testify in your defense. You also have the right to choose not to testify. After your testimony, you will be questioned by the Council. You have the right to decline to answer questions, but you may not be less than truthful in any responses you do give. Depending on all the evidence presented, a respondent who refuses to give testimony or answer questions may nonetheless be found responsible by the hearing officer or body. You may refuse to attend your hearing, but the hearing will go forward without you and without your rebuttal of testimony and evidence, ACJC will be substantially more likely to find you responsible.

You also have the right to have an advisor present. Your advisor can be a student, faculty member, or any other member of the University community who is not an attorney. Contact the Dean of Students Office for a list of University officials who have experience serving as advisors. Your advisor may help you prepare opening and closing statements and compose questions to witnesses, but may not assist you in *answering* questions posed to you by the Council.

It's important to keep in mind that ACJC hearings are fact-finding sessions, not trials. A charge has been made against you, but you are not responsible until proven otherwise. Often students will be charged because their names show up on security reports, and the University must charge students in order to begin a full investigation of the incident in a judicial hearing.

Pre-hearing Checklist

To properly prepare for your hearing, use the following checklist:

- Read and understand *A Student's Guide to the All-Campus Judicial Council*, which you should have received with your notification letter.
- Assemble all documents (including this one and your notification letter) appropriate to your case.
- Meet with Dean Rockensies regarding your case.
- Review the documents (security reports, etc.) in your case file in the Dean of Students Office. You will not be able to remove the file from the office, so plan for enough time to review it there.
- Arrange for an advisor, if you feel you might need one.
- Assemble your witness list: notify students whom you'd like to have testify of the date and time of your scheduled hearing. Give them a copy of the included *Introduction to ACJC Proceedings for Witnesses* form so that they can prepare.
- If appropriate, have your RA, professors, or friends write one or two letters of character reference.
- Prepare your opening and closing statements.
- Arrive on time to your hearing. Business casual dress is appropriate.

Hearing duration varies depending on the nature and complexity of the case. Most hearings last about an hour. Be prepared to wait longer, and be sure your witnesses know of the time commitment. For a full description of hearing procedure, consult the included yellow booklet, *A Student's Guide to the All-Campus Judicial Council*.

Hearings are held in Wilson Commons, Suite 510, unless otherwise noted.

AUDIATUR ET ALTERA PARS