



THE ALCOHOL POLICY PROCESS

This is a standard overview of the Alcohol Policy process. Please keep in mind that every case is different and extenuating circumstances will likely expedite or elongate the process.

For more information, visit <http://policies.unc.edu/policies/alcohol/> or call the Office of Student Conduct at 919-962-0805.

STAGE	DESCRIPTION	WHAT SHOULD YOU DO?
Initial Investigation	The Hearing Officer ¹ receives a report of a possible alcohol violation and determines the potential charges. The Hearing Officer sends an initial letter to you.	Upon receipt of the initial letter, attend the scheduled meeting or re-schedule the initial meeting as soon as possible to discuss the allegations and review the report.
Initial Meeting	The Hearing Officer reviews evidence presented by all relevant parties to determine whether there is a reasonable basis to issue a charge OR the Hearing Officer makes a determination that there is no reasonable basis to issue a charge and the case is closed.	You will be notified of the charge decision during the Initial Meeting or shortly thereafter. Regardless, you will receive notification of the Hearing Officer's formal decision via university email.
Administrative Hearing Options	If the Hearing Officer determines that there is a reasonable basis to charge, the case may be resolved as follows: 1) Initial Meeting that immediately becomes an administrative hearing, or 2) an administrative hearing scheduled at least five (5) business days after issuance of charge decision. ² All options are available to you.	Accept responsibility for each of the applicable charges and be prepared to proceed immediately, or elect to schedule your hearing at least (5) business days after the formal charge decision is issued. ³ You may also elect not to accept responsibility and schedule the administrative hearing as set forth herein.
Scheduling of Administrative Hearing	If the administrative hearing is scheduled for a later date, you will be notified in writing with the date and time of the administrative hearing.	Promptly notify the Hearing Officer of any conflicts. If no conflict, begin preparing for the hearing.
Administrative Hearing Preparation	You should begin gathering evidence and identifying relevant witnesses you want to accompany you to the hearing. ⁴ You may seek the assistance of an attorney or a non-attorney advocate to help prepare for the administrative hearing.	Submit all relevant evidence, names of witnesses, and/or questions for witnesses to the Hearing Officer no less than 72 hours prior to the administrative hearing.
Administrative Hearing	You, the Hearing Officer, and any other relevant parties are expected to be present for the administrative hearing to present any and all relevant evidence and respond to the allegations.	Be prepared to respond to the allegations and present your evidence to the Hearing Officer.
Judgment	If you did not accept responsibility, the Hearing Officer will render a judgment as responsible or not.	If found responsible, be prepared to make sanction recommendations to the Hearing Officer.
Sanction	If the Hearing Officer determines that you are responsible or you accept responsibility for the charge(s), the Hearing Officer will assign appropriate sanctions.	You will receive a letter detailing the outcome and sanction expectations, including deadline dates, and appeals process and timeline.

¹ A Hearing Officer is a professional staff member trained and assigned to investigate and adjudicate the alleged violation.

² Please visit <http://policies.unc.edu/policies/alcohol/> for additional information regarding the hearing and resolution options.

³ If you elect to accept responsibility and immediately resolve the case, the administrative hearing will proceed and only that evidence you present and any relevant portions of the case file are considered.

⁴ You will also have an opportunity to review (redacted when required) any witness' statements and submit relevant questions to the Hearing Officer for additional consideration.