



How the Hearings Office Communicates with RECEs

The Hearings Office will communicate with you using the **home** phone number and email address listed in [My College Account](#). Please make sure this information is correct.

Most communication from the Hearings Office will be through email.

New Discipline Cases

Shortly after accusations of professional misconduct are made against you, the Hearings Office will **send you an email**. We will ask you to schedule a call with the Hearings Coordinator about the **mandatory** [Case Management](#) process.

Although participating in a discipline case is hard, we strongly recommend that you to participate throughout your case. This is your chance to understand the discipline process and to share your perspective about what happened. Participating can make the process more convenient for you. For example, when you talk to the Hearings Coordinator, they will be able to schedule meetings based on times that work in your schedule. Participating also shows that you take your role as a professional seriously.

If you do not respond to the first email

After 1 week, the Hearings Office will try calling you. If you do not answer, the Hearings Office will send another email.

After another week, the Hearings Office will try calling you again. If you do not answer, the Hearings Office will send another email.

If you do not communicate with the Hearings Office

One week after the second attempted phone call, the Hearings Office will move forward with the Case Management Process. In most cases, a Case Conference for Understanding will be scheduled. The Hearings Office will send the meeting details to you by email.