

Hearing Script

The Record:

"Today is (day) ____, (month) ____ (date) ____, 2020 at (time) ____." "We will start with introductions. I am the Hearing Authority."

Honesty Statement: "I will now pass around this Honesty & Integrity statement and I would ask that all participants take a moment to read it and sign their names on one of the blanks below to verify that they understand and will abide by it here today."

Dismiss Witnesses: Witnesses may be dismissed (wait outside in the waiting area until called upon)

Exhibits: "At this time, I would like to enter into the record, the following exhibits which have been provided by the respondent and complainant." Read exhibits by letter and name.

Purpose: "Today's hearing has been convened to consider alleged violations of the *Code of Student Rights and Responsibilities* by (student's name). It is alleged that (1st two paragraphs from letter of charges). This is an informal proceeding, not comparable to a trial. The participants are required to treat each other with respect and courtesy." For the record, I remind you that the code allows an advisor to be present, but advisors are not permitted to speak or participate directly in any hearing. A digital recording of this hearing is being made by the Office of Student Conduct. No other party is allowed to make a separate recording. Requests to inspect the recording can be made through the Office of Student Conduct.

Opening statements & Presentation of Information: Both the complainant and the respondent have the opportunity to make a brief opening statement (including presentation of information) that summarizes their thoughts on the conduct matter at hand. Presentation will begin with the complainant. The complainant and respondent can ask questions of each other. The hearing authority can ask questions as well of both.

Witnesses:

Witness (es) – *have witnesses re-introduce themselves for the record before they begin to give their testimony*

- | | |
|----------------------------------|--|
| a. Respondent can ask questions | b. Hearing authority can ask questions |
| c. Complainant can ask questions | d. Hearing authority can ask questions |

Closing/Summary Statements:

- | | |
|----------------|---------------|
| 1) Complainant | 2) Respondent |
|----------------|---------------|

Deliberation: Recess for deliberation of charges

Reading of Findings: The Hearing Authority finds (name) ____ responsible/not responsible for the violation of _____.
If 'not responsible' - the Hearing Authority concludes the hearing at this time.
If 'responsible' - proceed with rest of script

Reading of conduct history: "Is there any conduct history for (name) _____?" (Hearing Advisor will read out any relevant conduct history at this time)

Sanctioning recommendations:

- a) Complainant gives recommendations for consequences
- b) Respondent gives recommendations for consequences

Deliberation on consequences: Recess for deliberation of consequences

Reading of consequences: Hearing Authority informs respondent of their consequences and then concludes the hearing. (Respondent student stays after hearing with Hearing Advisor to go over paperwork and be informed of appeal rights)