

Conduct Board Hearing Script for the Hearing Chairperson

I. Introductions, and Description of Process

Good (*morning or afternoon*). Today, (*date at time*), we are gathered to consider case number (*case number*). Hearings are recorded, so please speak loudly and clearly. My name is (*name of Hearing Chairperson*), I am the Chairperson for the Conduct Board. My role is to run the hearing, maintain order, and rule on any issues of process. If you have questions regarding the hearing, you may direct them to me. The role of the Conduct Board is to make decisions regarding responsibility and sanctions to be assigned, if any. At this time, I will have everyone state their name and role in today's hearing starting with (indicate a starting person, or say each person's name first to let them know it's their turn).

Everything discussed today is confidential, under the Family Education Rights and Privacy Act of 1974. Failure to maintain confidentiality is a violation of federal law and the *Standards of Student Conduct*. I'll ask that each of you give your commitment to uphold the Honor Pledge and maintain confidentiality by saying "I will," starting with (indicate a starting person, or say each person's name first to let them know it's their turn).

(If there is an advisor to the respondent, read the following statement, if not skip.)

To the Advisor (*state their name*) this is a reminder that your role here today is to advise the Respondent. You are not allowed to speak on the Respondent's behalf or address the Board. Should you need to have a private conversation with the Respondent, please let me know and we will break so you can be temporarily excused to talk.

Behavior that disrupts the hearing or intimidates participants will not be tolerated. Those that cannot participate appropriately will be asked to leave, and the hearing will proceed in their absence.

The order of the hearing is as follows:

- The Conduct Officer will present their opening statement about the incident, and answer questions from the Conduct Board and then the Respondent(s).
- The Respondent(s) will then present their opening statement about the incident, and answer questions from the Conduct Board and then the Conduct Officer.

(Ask if there are any witnesses, if so read the following sentence, if not skip.)

- Witnesses will give their statements and answer questions from the Conduct Board, Conduct Officer, and Respondent(s).
- There will be a time period for open questions, after that has concluded the Conduct Officer will present their closing statement, and then the Respondent(s) will present their closing statement.
- The Conduct Board will deliberate and make decisions regarding responsibility.
- The Conduct Board will reconvene with the Respondent(s) to deliver the outcome and answer clarifying questions.
- The Conduct Board will then deliberate regarding appropriate sanctioning.
- The Conduct Board will reconvene with the Respondent(s) to deliver the outcome and answer clarifying questions.

(If there are witnesses read the following paragraph, if not skip.)

- Witnesses are reminded to remain nearby and refrain from discussing their statement until called. Witnesses are excused (to the lobby or to the Zoom waiting room).

II. Charge(s) and Plea(s)

(Name of Respondent) you were charged with violating the following sections of the *Standards of Student Conduct: (list all charges)*. Do you understand the charge(s)? *(Have the Respondent answer yes or no.)* You may plead responsible, not responsible, or no plea for each charge. What is your plea for **(list each charge individually)**?

(Repeat this step for each respondent.)

Are there any questions or procedural issues to address before we begin?

(Name of Respondent), do you have any objections to any of the Board members? *(Have the Respondent answer yes or no.)*

III. Statements and Questions

(Name of Conduct Officer) please give your opening statement.

Conduct Board do you have any questions for **(Name of Conduct Officer)**?

(Name of Respondent(s)) do you have any questions for **(Name of Conduct Officer)**?

(Name of Respondent) please give your opening statement. *(If there is more than one respondent repeat this step for each respondent before moving on to questions for all.)*

Conduct Board do you have any questions for **(Name of Respondent(s))**?

(Name of Conduct Officer) do you have any questions for **(Name of Respondent(s))**?

(Name of Witness) please give your statement.

Conduct Board do you have any questions for **(Name of Witness)**?

(Name of Conduct Officer) do you have any questions for **(Name of Witness)**?

(Name of Respondent(s)) do you have any questions for **(Name of Witness)**?

(After each witness ask the Conduct Board if the witness may be excused.)

(Ask questions regarding the Respondent(s)' background (i.e. major, reason for attending RU, future career goals, etc.))

Now is our time for open questions.

The Conduct Board is prepared to hear closing statements. Please include any relevant information you would like them to consider regarding responsibility. Before we do that, do **(Name of Conduct Officer)** or **(Name of Respondent)** need a few moments to compile a statement? *(If yes allow them to step into another room for a few minutes. If no then proceed with hearing.)*

(Name of Conduct Officer) please give your closing statement.

(Name of Respondent) please give your closing statement. *(If there is more than one respondent repeat this step for each respondent.)*

The Conduct Board will deliberate to decide if the Respondent(s) is/are responsible or not responsible for the charges brought forth today. We will then reconvene to deliver their findings. Everyone, except members of the current Conduct Board, are now excused.

IV. Deliberation on Responsibility

V. Findings (*reconvene the hearing, if there are multiple respondents ask if they would like to receive their outcomes together or separately*)

(If respondent(s) is/are found **not responsible**)

(**Name of Respondent**) the Conduct Board has reviewed the information shared today and decided preponderance of the evidence was not reached, therefore you were found not responsible. I would like to thank everyone for their time and cooperation today.

(If respondent(s) is/are found **responsible**)

(**Name of Respondent**) the Conduct Board has reviewed the information shared today and decided preponderance of the evidence was reached, therefore you were found responsible for (**list all charges**).

(If respondent(s) is/are found **not responsible for some charges and responsible for others**)

(**Name of Respondent**) the Conduct Board has reviewed the information shared today and decided preponderance of the evidence was not reached for the following charges (**list not responsible charge(s)**). The Conduct Board decided preponderance of the evidence was reached for the remaining charges (**list responsible charge(s)**).

VI. Statements and Questions

The Conduct Board is prepared to hear statements regarding sanctions. Please include anything that you believe should impact their decision regarding potential sanctions. Before we do that, do (**Name of Conduct Officer**) or (**Name of Respondent**) need a few moments to compile a statement? (*If yes allow them to step into another room for a few minutes. If no then proceed with hearing.*)

(**Name of Conduct Officer**) please give your sanctions statement.

Conduct Board do you have any questions for (**Name of Conduct Officer**)?

(**Name of Respondent(s)**) do you have any questions for (**Name of Conduct Officer**)?

(**Name of Respondent**) please give your sanctions statement. (*If there is more than one respondent repeat this step for each respondent.*)

Conduct Board do you have any questions for (**Name of Respondent(s)**)?

(**Name of Conduct Officer**) do you have any questions for (**Name of Respondent(s)**)?

The Conduct Board will now discuss appropriate sanctions. We will call you back shortly.

VII. Deliberation on Sanctioning

VIII. Sanctions (*reconvene the hearing, if there are multiple respondents ask if they would like to receive their outcomes together or separately*)

(If respondent(s) is/are found responsible for any or all charges)

(**Name of Respondent**) the Conduct Board has discussed the outcome and reviewed any prior sanctions. Accordingly, you are assigned the following sanctions: (**list all sanctions**). (**Review the appeal process with the student**) I would like to thank everyone for their time and cooperation today.