

***Student Conduct Program
Disciplinary Hearing Procedure***

1. Tape recorder is turned on.
2. Each participant announces his/her name and relationship to the hearing. In the room should be:
 - Coordinator of Student Conduct Program or designee (serves as facilitator)
 - Hearing Officer(s)
 - Student accused
 - Complainant
 - Others as appropriate
3. The charges are read.
 - Please do not use names of other individuals who were involved who are not present for the hearing. You may say subject, other individual, etc.
 - The University's rule of evidence is based on "more likely than not" perspective.
 - Also, a reminder, the student may be advised and accompanied by a member of the University community or an individual of their choice, who may, if requested by the student, present a statement to a hearing officer(s) on behalf of the student. Any other presentations and questioning of witnesses shall be conducted solely by the student
4. The complainant makes an initial statement, providing relevant evidence that he/she may want to introduce (providing the accused student has had the opportunity to view that evidence in advance).
 - Witnesses on behalf of the complainant are called in individually.
 - Questions may be asked of the complainant/witnesses by anyone participating in the hearing – including the student accused – following the initial presentation. This presentation is given uninterrupted.
5. The student accused makes a presentation of him/herself also providing any relevant evidence he/she may have (it is not necessary that the complainant see or be aware of this evidence in advance).
 - Witnesses on behalf of the student accused are called in individually.
 - Questions may be asked of the student accused/witnesses by anyone participating in the hearing – including the complainant – following the initial presentation. This presentation is given uninterrupted.
6. Follow up questions by all parties.
7. Closing statement given by the complainant.
8. Closing statement given by the student accused.
9. The Hearing Officer(s) clarifies any questions he/she may have prior to adjourning all parties involved.
10. Within three class days of the hearing, the findings will be announced. Sanctions, when appropriate, will be delivered in writing to the charged student.
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