

Hearing Procedures for Student Conduct Hearings

1. Reading of Procedural Rights by the Student Conduct Board Chairperson
2. Reading of the charge(s) by the Student Conduct Board Chairperson
3. Entering of the plea of the respondent (responsible or not responsible)
4. The case against the respondent is presented by the relevant party(s) with verbal testimony and/or written evidence. Relevant parties might include the complainant, respondent, witnesses, Student Advisor(s), and/or the Coordinator of Student Conduct or designee. If these parties are not present or do not present evidence, the Conduct Board will review the record and consider evidence that is adverse to the respondent.
5. The case in support of the respondent is presented by the relevant party(s) with verbal testimony and written evidence. Relevant parties might include the respondent, complainant, witnesses, Student Advisor(s), and/or the Coordinator of Student Conduct or designee. If these parties are not present, or do not present evidence, the Conduct Board will review the record and consider evidence that supports the respondent.
6. Questions may be directed to the witnesses, complainant and respondent by members of the Student Conduct Board. When recognized by the Conduct Board Chairperson, the respondent, complainant, witnesses and/or the Coordinator of Student Conduct or designee may raise questions and comment on the evidence and relevant rules. If the complainant or respondent wish to ask another party a question(s), the question(s) must be submitted to the Board, which will screen the question(s) for appropriateness and, if appropriate, pose the question(s) to the relevant party. This phase of the hearing is designed to be a conversation, controlled by the Student Conduct Board, between the participants to allow rebuttals, and to reveal all relevant facts and points of view.
7. Closing statements by the side of the complainant.
8. Closing statements by the side of the respondent.
9. The Conduct Board Chairperson dismisses all participants. The Board will notify the respondent and the complainant that they will be informed of the outcome by the Coordinator of Student conduct as soon as possible after the Board reaches its decision. The Student Advisor(s) and Coordinator of Student Conduct or designee may wait outside the hearing room to learn the Board's decision immediately after it is made.
10. The Student Conduct Board recesses to determine whether the respondent is responsible for violating the University rule(s) with which he/she/it is charged. The Conduct Board proceeds, first, by determining the facts that are true, and then what, if any, sections of the Code of Conduct have been violated, based on the preponderance of evidence standard. At least four Conduct Board members must be present to decide a case. The Board members typically make a decision by consensus and if necessary by majority vote to find the respondent responsible. If the Student Conduct Board determines that the respondent is responsible for rule violation(s) it will recommend a sanction to the Coordinator of Student Conduct. Guidelines for recommending sanctions are provided in "Code of Conduct: Student Conduct Systems; Sanctions, Section IX." In recommending a sanction, the Board may also consider facts that were revealed during the hearing, including the attitude of the parties involved.
11. The Student Conduct Board Chairperson or designee contacts the Coordinator of Student Conduct following the Board's deliberation. It also prepares a written statement containing the Board's decision and rationale for it. Specifically, it includes:
 - a. The facts found to be true
 - b. The rationale for its decision
 - c. The sanction(s) to be imposed (if relevant)