HEARING PROCEDURES GUIDELINES

The steps of the Hearing will usually follow this outline. Exceptions may occur when deemed necessary by the Hearing Board and where the change will not deny the student due process.

1. Introduction of the Hearing Board, parties, and others present.
2. Confirm that the Charged Student has received and read “Procedures and Safeguards” form.
3. Charge(s) are read.
4. Chairperson announces which witnesses will testify.
5. Chairperson asks Charging Party to describe the incident(s).
6. Hearing Board asks questions of the Charging Party.
7. Charged Student asks questions of the Charging Party.
8. Chairperson asks Charged Student to describe the incident(s).
9. Hearing Board asks questions of the Charged Student.
10. Charging Party asks questions of the Charged Student.
11. Charging Party’s witnesses are called individually. An oath of honesty is sworn.
12. Chairperson asks the witness to describe the incident and what he/she witnessed.
13. Hearing Board asks questions of the witness and may ask questions of the Charging Party or Charged Student during this testimony.
14. Charging Party is permitted to ask questions of the Witness.
15. Charged Student is permitted to ask questions of the Witness.
16. Witness is dismissed when there are no relevant questions remaining.
17. Steps 11-16 are repeated until all of the Charging Party’s witnesses are heard.
18. Charged Student’s witnesses are called individually. An oath of honesty is sworn.
19. Chairperson asks the witness to describe the incident and what he/she witnessed.
20. Hearing Board asks questions of the witness and may ask questions of the Charging Party or Charged Student during this testimony.
21. Charged Student is permitted to ask questions of the Witness.
22. Charging Party is permitted to ask questions of the Witness.
23. Witness is dismissed when there are no relevant questions remaining.
24. Steps 18-23 are repeated until all of the Charged Student’s witnesses are heard.
25. Chairperson asks for additional comments by either the Charging Party or the Charged Student. Closing statements are not required.
26. The Charging Party and Charged Student are excused from the room.
27. Board deliberates, in private, to decide if it is more likely than not that the student is responsible as charged.
28. Parties are called into the hearing room and the decision is announced.
29. If the Charged Student is found **not responsible**, the case is concluded.
30. If the Charged Student is found **responsible**, the following will occur:
31. Chairperson asks the Charging Party for any additional information regarding an appropriate sanction.
32. Chairperson asks the Charged Student for any additional information regarding an appropriate sanction.
33. The Charging Party and Charged Student are excused from the room.
34. Board deliberates, in private, to decide an appropriate sanction.
35. Parties are called into the hearing room and the decision is read.
36. The written decision is presented to the parties.