I. GREETING AND INTRODUCTIONS

Good Morning/Afternoon, my name is (NAME OF CHAIR) and I will serve as the Chair for the hearing today, (SPECIFY DAY OF WEEK, DATE, MONTH, YEAR).

Per the Code of Student Conduct, Part III, Section D, Paragraph 2, “The hearing shall be open only to the complainant(s), the charged student(s), Hearing Board members and witnesses. Others shall be permitted only if the charged student and the complainant agree.” Both parties are allowed to have an advisor of their choosing present for the hearing process. Advisors (including attorneys) may only act in an advisory capacity and may not represent you or otherwise participate in the hearing. A procedural advisor will also be present to monitor the hearing process and ensure the prescribed hearing procedures are followed. An audio recording of this hearing shall be made by the Hearing Board. All other audio and video recording is strictly prohibited and would be a violation of the Code of Student Conduct.

Now, I am going to ask all parties to introduce themselves for the record. Please speak slowly and clearly.

- Would the Hearing Board Members introduce themselves?
- Would the Case Administrator introduce themselves?
- Would the Complainant and accompanying parties introduce themselves?
- Would the Charged Student and accompanying parties introduce themselves?
- Would the Procedural Advisor introduce themselves?

II. REVIEW OF PROCEDURES

All involved parties have been notified of the procedures to be followed in the hearing.

- Does the Charged Student understand the procedures? YES NO
- Does the Complainant understand the procedures? YES NO

NOTE: If any of the involved parties answers “NO”, the Chair and/or the Procedural Advisor may request a break to address any questions/concerns about the procedures to any of the involved parties including the Board.

(Read only if witnesses are present): Will all witnesses please leave the room? The Procedural Advisor will inform you when you need to come before the Board.

NOTE: If there are no witnesses, skip to Section III.
III. REVIEW OF INFORMATION RECEIVED

The Hearing Board members have reviewed the following documents prior to the hearing:

*NOTE: The Chair will read the list of all submitted documents in the hearing file.*

*NOTE: In the event of any questions/concerns regarding the submitted documents in the hearing file, the Chair and/or the Procedural Advisor may request a break to address the questions/concerns.*

IV. REVIEW OF CASE INFORMATION

A. The Hearing Board has reviewed information submitted by the Complainant, Charged Student, Case Administrator and Witnesses. The Hearing Board has also reviewed questions submitted by all parties involved and will consider them during questions. At this point we will proceed with questioning of all the involved parties.

B. [CHARGED STUDENT’S NAME], You have entered the following responses to the charges. *The chair reviews the responses in the case summary report.*

Have any of these responses changed? – *Responses should be recorded on hearing report*

C. We will now move to questions:

1. Do the Board Members have any questions for the Case Administrator?

2. Do the Board Members have any questions for the Complainant?
   
   *Required:*
   
   a. Can you describe what happened from your perspective?

3. Do the Board Members have any questions for the Charged Student?
   
   *Required:*
   
   a. Can you describe what happened from your perspective?

4. Does the Board have questions for any of the witnesses?

   *NOTE: If the board has questions for any witness, the procedural advisor will escort each witness in and out of the room for questioning. If there are no witnesses, the Chair should move to Part D.*

D. Summary

   o Does the Case Administrator feel that all questions submitted have been addressed?  
     YES  NO

   o Does the complaining witness feel that all questions submitted have been addressed?  
     YES  NO

   o Does the charged student feel that all questions submitted have been addressed?  
     YES  NO
NOTE: If a party answers NO, the Board will provide that party with paper to write any final questions and/or highlight any relevant facts.

V. BREAK

We will now take a break to allow all parties to prepare final statements and submit any questions they feel have not been addressed.

NOTE: The Board should take this time to prepare any last questions.

VI. FINAL STATEMENTS

A. We will now resume the hearing. At this time, the Case Administrator, the Complainant, and the Charged Student have the opportunity to present an up to ten minute statement pertaining to the case.

   o Would the Case Administrator like to present a statement?     YES   NO
   o Would the Complainant like to present a statement?         YES    NO
   o Would the Charged Student like to present a statement?     YES    NO

I. FINAL QUESTIONS

The Board has (a few) or (no) last questions it would like to ask.

   NOTE: If the Board has no questions, the Chair should move to Closing of the Hearing.

II. CLOSING OF THE HEARING

We have now reached the closing of the hearing. If applicable, the information regarding appeals will be included in the decision letter. This hearing is adjourned. Thank you.