I. Introductions, description of the process, charges and pleas:

Good Morning/Afternoon. Today, _______ we are gathered to consider case number _______.

Please understand that an audio recording of this hearing is being made, as such, please speak loudly and clearly.

My name is _______ and I will be serving as the chair for today’s proceedings. I will run the proceedings, maintain order and rule on any issues of process that may arise. If you have any questions regarding the hearing process, you should direct them to me. The role of the conduct board will be to make decisions regarding findings and sanctions to be imposed, if any. This board will be asking direct questions of the complainant, the respondent, the conduct officer and any witnesses. I may also ask questions to ensure that the record is complete.

For the purpose of the recording, can everyone please state your name and role in today’s hearing.

This is a conduct board hearing and as such all items discussed today are considered confidential under the Family Education Rights and Privacy Act of 1974. Failure to maintain this confidentiality is not consistent with the spirit of this hearing body and is a violation of both Federal Law and the Standards of Student Conduct. As this is a conduct board hearing, the burden of proof is a preponderance of evidence.

All in attendance today are reminded of the RU Honor Pledge, especially all students that are involved in this case. Would each of you give your commitment to uphold and adhere to the Honor Pledge and maintain confidentiality during this proceeding by saying “I will”? (Have each individual say “I Will.”)

Please remember that behavior, from anyone in attendance today, which threatens to disrupt the orderly progression of the hearing procedure or intimidates or harasses the hearing participants, is a violation of the University’s Standards of Student Conduct and will not be tolerated. Anyone who cannot conduct themselves appropriately will be asked to leave and the hearing will proceed without you.

The hearing will proceed as follows:
First the conduct officer will present his/her statement about the incident and evidence in support.

He/She will then answer questions from the conduct board, the complainant, and then the respondent.

The complainant will then present his/her statement about the incident and evidence in support, followed by questions from the conduct board, the conduct officer, and then the respondent.

The respondent will then present his/her statement about the incident and evidence in support, followed by questions from the conduct board, the conduct officer, and then the complainant.

Next the supporting witnesses for the complainant will give statements and be questioned by the conduct board, then the conduct officer, the complainant, and then the respondent.

Finally the supporting witnesses for the respondent will give statements and be questioned by the conduct board, then the conduct officer, the complainant, and finally by the respondent.

Remaining questions can then be asked.

The conduct officer will then present his/her closing statement, the complainant will then present his/her closing statement, and the hearing will close with the respondent presenting his/her closing statement. The conduct board will then deliberate and make decisions regarding responsibility and sanctioning.
All witnesses are reminded that you are to remain nearby and you are to refrain from discussing this incident or your statement until called. When the hearing process begins, you will be called into the hearing one at a time to provide your statement. At this time all witnesses are excused.

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

**Respondent:**
You are being alleged of/charged with violating the following sections of the Standards of Student Conduct:

Do you understand these charges? (Yes or No)

What is your plea to these charges? (Responsible, not responsible, no plea.) (Read each charge and have them make their plea.)

Are there any questions before we begin?

**II. Hearing: Statements and Questions**

**Conduct Officer:**

Will you please give your account about what occurred?

(Conduct Board can ask questions)

Does __________________________ have any questions at this time?

(Name of Complainant)

Does __________________________ have any questions at this time?

(Name of Respondent)

**Complainant:**

Will you please give your account about what occurred?

(Conduct Board can ask questions)

Does __________________________ have any questions at this time?

(Name of Conduct Officer)

Does __________________________ have any questions at this time?

(Name of Respondent)

**Respondent:**

Will you please give your account about what occurred?

(Conduct Board can ask questions)

Does __________________________ have any questions at this time?

(Name of Conduct Officer)

Does __________________________ have any questions at this time?

(Name of Complainant)
For Each Witness:

At this time __________________________ will be asked to give his/her account of the incident.

Would you please share any information you have regarding the incident that occurred?
You may be asked questions following your statement.

(Conduct Board can ask questions after statement)

Does the conduct officer/complainant/respondent have any questions for this witness?

After each witness, ask the board: May this witness be excused or will he/she need to remain to be recalled for further questioning?

Ask questions regarding the student’s background (i.e. Major, reason for attending RU, future career goals, etc.)

Are there any further questions at this time?

Closing Statement:

At this point in time the Conduct Board is prepared to hear closing statements. Please include any relevant information you would like them to consider, as well as anything that you believe should impact the conduct board’s decision regarding potential sanctions.

Will __________________________ present his/her closing statement?

(Name of Conduct Officer)

Will __________________________ present his/her closing statement?

(Name of Complainant)

Will __________________________ present his/her closing statement?

(Name of Respondent)

At this time, the conduct board will deliberate to decide if the Respondent is responsible or not responsible for the charges brought forth today. We will then reconvene to deliver that finding.

Everyone, except members of the current Conduct Board, are now excused.

III. Deliberation

IV. Findings and sanctions (if any.)

If charged student is found “Not Responsible”:

Reconvene the hearing and say:
The Conduct Board has taken all of the information they have heard today quite seriously and have come to the conclusion that the information and evidence provided does not reach the burden of proof required to find you responsible for the charges. Your file will reflect that you have been found not-responsible of these charges. We would like to thank you for your time and cooperation today.

This concludes today’s hearing at _________.

(Date and Time)

If charged student is found “Responsible”:

Reconvene the hearing and say:

The Conduct Board has taken all of the information they have heard today quite seriously and have come to the decision that the information provided does meet the burden of proof required, and as such you have been found responsible for the charge(s) of ____________________________.

(Insert Charge)

Accordingly they have assigned the following sanctions:

__________________________________________________________________

(List Sanctions)

Please remain after the hearing has concluded to review this information. The Conduct Board wishes you success in the future and hopes that you will be able to continue your education and personal development in a way that is more consistent with the Standards of the Radford community.

(Review the appeal process with the student.)

Are there any other questions at this time?

This concludes today’s hearing at _________.

(Date and Time)

If the Charged Student is found both “responsible” for some charges and “not responsible” for other charges:

The Conduct Board has taken all of the information they have heard today quite seriously and have come to the conclusion that the information provided does not reach the burden of proof required to find you responsible for ____________________________.

(List Not in Violation of Charges)

Your file will reflect that you have been found not responsible for these charges.

The information provided does meet the burden of proof required for the remaining charges, and as such the Conduct Board has found you responsible for the charge(s) of ____________________________.

(Insert Charges)

Accordingly they have assigned the following sanctions:

__________________________________________________________________

(List Sanctions)

The Conduct Board wishes you success in the future and hopes that you will be able to continue your education and personal development in a way that is more consistent with the standards of the Radford community.

(Review the appeal process with the student.)
Are there any other questions at this time?

This concludes today’s hearing at_____________________

(Date and Time)