

JUDICIAL HEARING SCRIPT

I. Introduction of Hearing

- A. This is a panel hearing convened on DATE at TIME pm in LOCATION pursuant to the guidelines of the *Student Handbook*.
- B. The panel members are:
 - a. (student)
 - b. (student)
 - c. Professor XXX from the Department of XXX
 - d. (administrator)
 - e. I, XXX am serving as chair and
 - f. XXXX is serving as the recorder.
- C. This afternoon, the panel will be talking of the case of Mr. John Doe who has been charged with violating the following policies of the 2006-2007 Student Handbook:
 - ◆ XXX
 - ◆ XXX

During this hearing, there may be recesses requested by any party or the panel. During these recesses, all persons, including the charged student must leave the room. Only the panel members may remain. Also, we ask that all parties return to the hearing room quickly and orderly so as to minimize the length of these recesses.

II. Swearing in of the Accused and the College Representative

- A. I'd like to remind all parties that this hearing is being conducted under the auspices of the Honor Code. As such, all testimony is expected to be truthful.
- B. Mr. Doe, please state your full name, your local address and your phone number.
- C. Mr. CASE ADMINISTRATOR, you are representing the College in this case. Please state your full name, campus address and phone number.
- D. Thank you.

III. Plea

- A. Mr. Doe as the charged party in this case, do you wish to accept or deny responsibility for the following charges:
 - ◆ XXX
 - ◆ XXX

IV. Opening Remarks

- A. Dean CASE ADMINISTRATOR, as the College's representative, you may present any opening remarks.
- B. Thank you. Mr. Doe, you may now present any opening remarks.
- C. Thank you.

V. Evidence Presentation by the College

- A. Dean CASE ADMINISTRATOR, you may proceed with the College's evidence presentation.

VI. Witnesses for the College (MR. WITNESS)

- A. Introduction of the procedures: (Thank you for being here. This is a judicial panel hearing during which we are attempting to determine whether or not a violation of the Student Code of

Conduct has occurred. All parties will be allowed to ask you questions, and then you will be given the opportunity to share any information you feel is relevant.)

- B. WITNESS, please state your full name and campus address.
- C. Are you familiar with the provisions of the College's Honor Code, specifically those concerning lying? (if questions, pages 90-1)
- D. Do you agree to testify fully and truthfully in this hearing, in accordance with the College's Honor Code?
- E. Thank you. CASE ADMINISTRATOR, you may question the witness.
- F. Mr. Doe, you may question the witness.
- G. Are there questions from the panel?
- H. Are there final questions from any party?
- I. Is there anything else you would like to add?
- J. With no further questions, we thank you for your cooperation and ask that you keep what you have witnessed here confidential. Could you please leave a phone number where we may reach you if we have further questions?
- K. Thank you.
- L. Dean CASE ADMINISTRATOR, you may continue with the College's presentation.

VII. Evidence Presentation by the Accused

- A. Mr. Doe, you may now make your evidence presentation.

VIII. Witnesses for the Accused

- A. Introduction of the procedure. (Thank you for being here. This is a judicial panel hearing during which we are attempting to determine whether or not a violation of the Student Code of Conduct has occurred. All parties will be allowed to ask you questions, and then you will be given the opportunity to share any information you feel is relevant.)
- B. Please state your full name and campus address.
- C. Are you familiar with the provisions of the College's Honor Code, specifically those concerning lying? (if questions, pages 90-1)
- D. Do you agree to testify fully and truthfully in this hearing, in accordance with the College's Honor Code?
- E. Thank you. Mr. Doe, you may question the witness.
- F. Dean CASE ADMINISTRATOR, you may question the witness.
- G. Are there questions from the panel?
- H. Are there final questions from any party?
- I. Is there anything else you would like to add?
- J. With no further questions, we thank you for your cooperation and ask that you keep what you have witnessed here confidential. Could you please leave a phone number where we may reach you if we have further questions?
- K. Thank you.
- L. Mr. Doe, you may continue with your evidence presentation.

IX. Questions for the Accused

- A. At this time, Dean CASE ADMINISTRATOR, you may question Mr. Doe.
- B. Are there any questions from the panel?
- C. Are there final questions from any party?

It is recommended that we take a five – ten minute recess to prepare summary remarks.

X. Summation

- A. Dean CASE ADMINISTRATOR, you may present any summary remarks for the College.

- B. Mr. Doe, you may present any summary remarks.

XI. Judgment Instructions

- A. With the evidence presentations concluded, I will now instruct all parties as to how we will proceed. The panel will meet in closed session to determine responsibility for the charges issued to the standing of clear and convincing evidence. A determination of responsibility would require at least four of the five voting members concurring.
- B. Are there questions as to how the panel shall proceed?
- C. With no (*further*) questions, this hearing shall stand in temporary recess until the panel has reached a decision on responsibility.

XII. Judgment Announcement – NOT RESPONSIBLE

- A. Mr. Doe, the panel has reached a verdict.
- B. Pursuant to the guidelines of the *Student Handbook*, the panel has found you NOT RESPONSIBLE on the following charges:
- a.
- b.
- NB: If the panel has determined responsibility on 1 or more charges, move forward to sanctioning. Otherwise, proceed to adjournment.*
- C. The Council thanks you for your cooperation in this hearing. We now stand adjourned.

XII. Judgment Announcement - RESPONSIBLE

- A. Mr. Doe, the panel has reached a verdict.
- B. Pursuant to the guidelines of the *Student Handbook*, the panel has found you RESPONSIBLE for the following charges:
- a.
- b.

XIV. Sanctioning Phase

- A. With a finding of responsibility, the panel will now consider sanctions. Before proceeding, would you (Mr. Doe) like to take a 5 minute recess?

After Recess:

- B. CASE ADMINISTRATOR, would you please present any previous discipline record and make the College's recommendation of sanction and any related rationale?
- C. Thank you. Mr. Doe you may now make a personal statement, and if wish, you may call a character witness.

XV. Character Witness Testimony (Ms. WITNESS)

- A. Please state your full name and campus address.
- B. Are you familiar with the provisions of the College's Honor Code, specifically those concerning lying? (if questions, pages 90-1)
- C. Do you agree to testify fully and truthfully in this hearing, in accordance with the College's Honor Code?
- D. Thank you. Please share any information you may have about Mr. Doe's character.
- E. Are there questions from any party?
- F. With no further questions, we thank you for your cooperation this evening.
- G. Mr. Doe, you may now proceed with your remarks.
- H. Are there questions from the panel?

I. Mr. Doe, do you have anything final to add?

XVI. Sanctioning Instructions

- A. With character testimony concluded, I will instruct all parties as to how we will proceed. The panel will meet in closed session to determine appropriate sanctions. Any sanction must be affirmed by at least four of the five voting panel members concurring. Are there any questions?
- B. With no (*further*) questions, this hearing will stand in temporary recess until the panel reports out a sanction.

XVI. Announcement of Sanction

- A. Mr. STUDENT, the panel has ordered the following sanctions in this matter:
 - a.
 - b.
- B. The record of this proceeding and the finding will be submitted to the Dean of Students office for review within 48 hours. Please contact the Dean's office to schedule an appointment so that you may receive the final written outcome and may discuss appeal options.
- C. The Council would like to thank you for your cooperation. This hearing is now adjourned.