

## **Student Conduct Board Hearing (Sanctions Only)**

### **Opening Statement on Procedures**

#### **START ZOOM RECORDING**

#### **RAPPORT BUILDING (Ask 1 or 2 rapport building questions to student)**

Before we get started, we would like to take a bit of time to get to know more about you.

- Please tell us a little bit about yourself and why you chose to come to WSU?
- Are you active in any clubs on campus?
- Are you doing anything fun this weekend?
- Are you watching anything exciting on Netflix/Hulu/Amazon Prime?
- Etc.

#### **OFFICIAL SCRIPT**

It is **[Insert Date]** at **[Insert Time]**. This is a Student Conduct Board hearing, taking place over Zoom. This hearing is designed to determine appropriate sanctions for the accepted charges of **[Insert Charge/Policy]**. My name is **[YOUR NAME]** and I serve as today's hearing chair. The hearing has been convened for hearing information in a case involving **[Respondent]** who has violated the Wichita State University Code of Conduct. This hearing is designed to determine appropriate sanctions for the student. The content of this hearing is confidential and protected by federal law. We are audio and video recording this hearing for appeal purposes. This is the only recording allowed during today's hearing. As a reminder, please remember to turn your cell phones off or on silent

At this time, I would like all participants in the hearing to introduce themselves for audio recording purposes. Please state your name and role in today's hearing.

#### **-Pause for Responses-**

During the Informational Meeting that took place on **[Insert Date]**, **[Respondent]** accepted responsibility for **[Insert charge/policies]**. **[Respondent]**, can you verify that this is correct?

#### **-Pause for Response-**

At this time, I would like to remind all participants that you are expected to provide information that is true and accurate to the best of your knowledge during this hearing. Students are advised that providing any false information during a hearing constitutes a violation of the Student Code of Conduct and can result in additional disciplinary action.

All participants in the hearing are expected to treat all others with courtesy and respect. In addition, advisors may not interact in any way during the hearing other than through written or verbal comments to their respective clients. Any participant in the hearing may request a brief recess as necessary. Any person who disrupts the hearing or fails to adhere to the procedural rules of the chairperson may be asked to leave the hearing room and will lose their right to participate in the process.

At the conclusion of the hearing, the board will deliberate in closed session. The board will determine appropriate sanctions. SCCS will communicate the decision to you in writing via your @shockers.wichita.edu e-mail account within five (5) business days of the hearing. Upon notification of the final decision, all appeals must be filed in writing within 5 business days of the decision letter. Appeals must be submitted via the online Appeal Request form, described in your outcome letter.

Are there any questions regarding our procedure?

#### **-Pause for Response-**

1. At this time, we will give the opportunity for **[Respondent]** to provide an opening statement, if you have one.  
*opening statement*

2. The committee will now ask questions to **[Respondent]** to determine appropriate Sanctions.  
*Questioned by Committee*

Example Questions:

- Walk us through the incident to help us understand what occurred from your perspective?
- What was going through your mind when you decided to make this decision?
- Are you aware of any resources on campus that could have assisted you?
- Are you aware of the Code of Conduct?
- How have you learned and grown since this incident took place?
- What type of educational outcomes do you think would benefit you, so you don't make the same choice again?

3. **[Respondent]**, you are now welcome to make a closing statement, if you have one.  
*Closing Statement*

Thank you for your time. **[Respondent]**, the board's decision will be e-mailed to your @shockers.wichita.edu e-mail within five business days of this hearing. Any questions should be directed to the Office of Student Conduct & Community Standards.

**STOP ZOOM RECORDING**