

Student Conduct Board Hearing 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. 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 allegedly violated the Wichita State University Student Code of Conduct. This hearing is designed to allow all the information to come forward. The content discussed in this hearing is confidential and protected by federal law. Student Conduct & Community Standards Staff 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.

The procedure for this hearing will be to have the Complainant, **[Complainant]**, provide an opening summary statement of the alleged incident. Following this, **[Respondent]** will provide an opening statement.

Following the opening statements, **[Complainant]** will be given an opportunity to present any witnesses they have regarding the alleged incident. Each witness may be questioned by **[Complainant]**, **[Respondent]**, and the committee in that order.

[Respondent] will then be given the opportunity to present any witnesses they have regarding the alleged incident. Each witness may be questioned by **[Respondent]**, **[Complainant]**, and the committee in that order.

SCCS will then be given the opportunity to present any witnesses on behalf of the Student Conduct Board. Each witness may be questioned by **[Complainant]**, **[Respondent]**, and the committee in that order.

After witness statements, the Complainant, **[Complainant]**, will be given the opportunity to provide a closing statement. Following this, **[Respondent]** will be given the opportunity to provide a closing statement.

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 and 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 committee will deliberate in closed session. The committee will make a decision regarding responsibility for violation of the specific charge(s) based on a preponderance of the information provided and will determine appropriate sanctions, if any. 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-

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-

[Respondent], you have been charged with allegedly violating the following section(s) from the Student Code of Conduct:

1. Violation 1
2. Violation 2
3. ETC.

These charges stem from a report alleging that you were involved in **[Incident Summary]** on **[Incident Date]**.

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

2. **[Respondent]**, you will now be given the opportunity to provide an opening statement, if you have one.
opening statement

3. At this time, we will ask **[Complainant]** to present any witnesses.

4. [Complainant], do you have any witnesses present to provide information?

If yes, Ask witness to introduce themselves and explain their involvement in this case.

[Complainant], you may now ask questions of the witness.

[Respondent], you may now ask questions of the witness.

Committee, we may now ask questions of the witness.

[Witness] you are now dismissed, thank you for your time.

Repeat Red Text Above

5. **[Respondent]**, you may ask **[Complainant]** any questions that you may have.

Questioned by Respondent

6. The committee will now ask questions to **[Complainant]**.

Questioned by Committee

7. At this time, we will ask **[Respondent]** to present any witnesses.

8. [Respondent], do you have any witnesses present to provide information?

If yes, Ask witness to introduce themselves and explain their involvement in this case.

[Respondent], you may now ask questions of the witness.

[Complainant], you may now ask questions of the witness.

Committee, we may now ask questions of the witness.

[Witness] you are now dismissed, thank you for your time.

Repeat Blue Text Above

9. **[Complainant]**, you may ask **[Respondent]** any questions that you may have.

Questioned by Complainant

10. The committee will now ask questions to **[Respondent]**.

Questioned by Committee

11. At this time, we will ask SCCS to present any witnesses.

12. **SCCS, do you have any witnesses present to provide information?**

If yes, Ask witness to introduce themselves and explain their involvement in this case.

[Complainant], you may now ask questions of the witness.

[Respondent], you may now ask questions of the witness.

Committee, we may now ask questions of the witness.

[Witness] you are now dismissed, thank you for your time.

Repeat Green Text Above

13. Are there any additional questions for **[Complainant]** from any party?

14. Are there any additional questions for **[Respondent]** from any party?

15. **[Complainant]**, you are now welcome to make a closing statement, if you have one.

Closing statement

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

Closing statement

Thank you for your time. **[Respondent]**, the committee'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