Baker University
UCB Hearing Procedure Checklist

____ 1. Introductions of people and expectations of privacy & honesty.

____ 2. Violation(s) are read by the Chair. The student responds “responsible” or “not responsible” for each alleged violation.

College – case to support the violations: (It is possible that the incident report will stand alone.)
____ 3. The representative for the College makes a statement.
   ____ a. UCB asks questions
   ____ b. Student asks questions
   ____ c. Complainant/victim

____ 4. Witness(es) make statement(s).
   ____ a. UCB asks questions
   ____ b. College asks questions
   ____ c. Student asks questions
   ____ d. Complainant/victim

Student – response to the violations:
____ 5. The student makes a statement.
   ____ a. UCB asks questions
   ____ b. College asks questions
   ____ c. Complainant/victim

____ 6. Witness(es) make statement(s).
   ____ a. UCB asks questions
   ____ b. Student asks questions
   ____ c. College asks questions
   ____ d. Complainant/victim

____ 7. Closing summary/remarks: College

____ 8. Closing summary/remarks: Student

____ 9. Closing of the hearing: Chair informs student that notification of the outcome will be sent within three (3) business days. Student and College rep. leave the room. The council recalls anyone they need or releases the people to go about their business.

____ 10. Deliberation begins. If student is deemed responsible:
   ____ a. The student’s past judicial record is opened and appropriate sanctions are discussed