

## 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