

# PROCEDURE FOR DISCIPLINARY HEARING

## I. Introduction

Chairperson calls the hearing to order and states the date, time and purpose of the hearing (to allow the student to appeal the disciplinary action taken). Everyone present then will state his/her name, and function at the hearing (e.g. Jane Doe, Hearing Committee member, representing administration; Jack Sprat, Dean of Student Services, etc.).

Chairperson will ask everyone present to conduct him/herself in a civil and courteous manner. He/she will explain to the student the general procedure of the hearing, and the timing of what happens after the hearing. Chair will explain to the student that his/her suspension remains in effect unless the President grants his/her appeal, and that he/she is to obey the terms of his suspension until he/she is notified otherwise.

“The purpose of this hearing is to hear your appeal of your suspension through the spring 2005 semester. Ms. Watts, the Dean of Student Services, will present her case, during which time she may call witnesses. You may ask questions of her witness(es) once she is finished with her questions. After Ms. Watts has presented her case, you may present your case for appeal. You may call witnesses and question them. Ms. Watts may question witnesses after you have questioned them. **The Hearing Committee may ask questions of anyone at any time during the proceedings.** You may not ask questions of Ms. Watts. You may ask questions of the Hearing Committee once both sides have presented their cases.

When the hearing is complete, you will be excused. Once you are excused you are required to comply with the terms of your suspension unless notified otherwise. After you have been excused, the Hearing Committee will meet and render a decision. Within five (5) working days of today recommendations will be forwarded to the College President. Within ten (10) working days of the President’s receipt of recommendations, the President will notify you of her decision. Her decision will be final and there will be no other appeals available to you.”

## II. Dean of Student Services presentation.

The Dean of Student Services will present her case, call witnesses and question witnesses as needed. The student may not question a witness until the Dean is finished. The Hearing Committee may question anyone at anytime. If the Dean has no presentation, then we will proceed to the student’s presentation.

## III. Student’s presentation.

The student will present his/her case, call witnesses and question witnesses as needed. The Dean may not question a witness until the student is finished. The Hearing Committee may question anyone at anytime. If no presentation is made, we will conclude the hearing.

## IV. Conclusion

Once both cases have been presented, the Chair will ask the Hearing Committee if there are any questions they wish to ask. If there are none, he/she will excuse the student with instructions. We will then meet in closed session to reach a decision and make recommendations.

“The hearing is now concluded. You are excused. You are reminded that you must comply with the terms of your suspension once you leave this room, until or unless otherwise notified by the Dean of Student Services or the President of the College.

Within five (5) working days this committee will forward its decision to the President. Within ten (10) working days after that the President will make a final decision. The President’s decision is final and binding. There are no further appeals possible. Thank you for your attendance.”

