1. **Call to Order**

2. **Confirmation/Verification**
   - Inform it is a **closed hearing**
     - Determination made by the Chairperson and/or Conduct Hearing Officer
       - The room is cleared of all spectators and witnesses
       - Witnesses are to remain available outside the room until excused
       - Confidentiality
       - Advisor(s) may remain in the room
       - Advisor Responsibilities (if any advisor is present)
       - Honesty Statement

3. **Introduction of All Parties Present** *(for the record)*
   - Everyone in the room for the Conduct Hearing introduces themselves
   - Witnesses are identified as each is called to speak

4. **Challenge Any Member of the Conduct Body/Conduct Hearing Officer with Cause**
   - Both the Complainant and the Respondent are allowed this opportunity
   - The Chairperson and/or Conduct Hearing Officer of the conduct hearing shall decide on all objections

5. **Clarification of Charges**
   - State charges the Respondent has been charged with violating

6. **Plea**
   - Respondent to enter a plea of Responsible or Not Responsible for various charges

7. **Complainant’s Presentation of Information**
   - Presentation of information (all information presented must be relevant to the hearing)
     - 10 Minutes*
   - Questions by Conduct Board members of Conduct Hearing Officer
   - Questions by the Respondent
     - Any questions by Respondent must be directed to the Chairperson/Officer
     - Direct cross-questioning is not allowed
     - The discretion rests with the Chairperson on whether the question will be allowed
   - Any additional questions by Conduct Board members or Conduct Hearing Officer

8. **Respondent’s Presentation of Information**
   - Presentation of information (all information presented must be relevant to the hearing)
     - 10 Minutes*
   - Questions by Conduct Board members or Conduct Hearing Officer
   - Questions by the Complainant
     - Any questions by Complainant must be directed to the Chairperson/Officer
     - Direct cross-questioning is not allowed
     - The discretion rests with the Chairperson on whether the question will be allowed
   - Any additional questions by Conduct Board members or Conduct Hearing Officer

*Additional time may be granted by the Chair of the Conduct Body should she/he deem it necessary.*
9. Complainant’s Presentation of Witness(es)
   • Presentation of information (all information presented must be relevant to the hearing)
     — 5-10 Minutes*
   • Questions by Conduct Board members or Conduct Hearing Officer
   • Questions by the Complainant
   • Questions by the Respondent
     o Any questions by Respondent must be directed to the Chairperson/Officer
     o Direct cross-questioning is not allowed
     o The discretion rests with the Chairperson on whether the question will be allowed
   • Any additional questions by Conduct Board members or Conduct Hearing Officer

10. Respondent’s Presentation of Witness(es)
    • Presentation of information (all information presented must be relevant to the hearing)
      — 5-10 Minutes*
    • Questions by Conduct Board members or Conduct Hearing Officer
    • Questions by the Respondent
    • Questions by the Complainant
      o Any questions by Complainant must be directed to the Chairperson/Officer
      o Direct cross-questioning is not allowed
      o The discretion rests with the Chairperson on whether the question will be allowed
    • Any additional questions by Conduct Board members or Conduct Hearing Officer

11. Summation by Complainant – 5 Minutes
    • No new information may be presented during summation

12. Summation by Respondent – 5 Minutes
    • No new information may be presented during summation

13. Final Questions of Complainant or Respondent by Conduct Board Members or Conduct Hearing Officer

14. Adjournment and Deliberation
    • The Conduct Board or Conduct Hearing Officer will adjourn and go into deliberation
    • The official decision will be emailed or made available in writing to the Respondent at the Office of Student Rights and Responsibilities ten (10) University working days after completion of the hearing

*Additional time may be granted by the Chair of the Conduct Body should she/he deem it necessary.

Revised January 2018