PROCEDURES FOR A COMMUNITY CONDUCT BOARD (CCB) HEARING

The following are general guidelines for conducting CCB hearings.

All procedural questions that arise during the course of a hearing will be decided by the CCB hearing panel chair (Chair).

PRE-HEARING
After the SCA brings the Respondent into the hearing room, the CCB Chair makes brief introductions and explains the hearing process. The Chair asks if the Respondent understands the process. If so, the hearing can begin. At this time everyone is told the hearing is being audio recorded.

INTRODUCTION
The SCA turns on the recorder. All participants in the room introduce themselves for the audio recording. The Chair reads the “Statement of Testimony and Honesty” to the Respondent.

Statement of Testimony and Honesty
You have allegedly violated (or are witness to) the Bucknell University Code of Conduct and, are not required to answer any questions asked of you at any disciplinary proceedings. However, any information you choose to provide must be accurate and correct. If you intentionally provide false or misleading information to the CCB, you will be in violation of the Bucknell University “Statement of Community Responsibility” and additional charges may be filed against you. Additionally, a pattern of untruths or fabrication will be considered by the CCB when imposing sanctions in this case.

The following questions are asked of the Respondent.

* Do you understand this statement?
* Did you receive notification of the charges against you?
* Did you have a pre-hearing meeting with a member of the Dean of Students Office?
* Do you understand your rights and responsibilities as outlined in the Bucknell University Code of Conduct?

If the respondent answers “no” to any of these questions, the CCB Chair will make a reasonable attempt to rectify the situation.

READING OF CHARGES
The Chair reads the charges. To each charge, the Respondent pleads responsible or not responsible.

OPENING STATEMENT
The Respondent will then have an opportunity to present an opening statement orally (or in writing). The opening statement will not be questioned by the CCB.

UNIVERSITY PRESENTATION
The Chair calls in witnesses relevant to the case identified by the SCA. The Chair will read the “Statement of Testimony and Honesty” to witnesses as they appear, asking if they understand the statement. The CCB will begin questioning the witnesses. When the CCB has finished questioning the witnesses, the Respondent has the ability to ask questions of each witness. The Chair will determine whether questions posed by the respondent are relevant and appropriate. The SCA has the ability to ask questions of witnesses. The Chair will determine (by asking all CCB members, the SCA and the Respondent) if there is reason to re-call the witness during the re-call period.

RESPONDENT’S PRESENTATION
The respondent then has an opportunity to call witnesses. The CCB Chair will read of the Statement of Testimony and Honesty to each witness as they appear. The Respondent will question the witness first and then the CCB has the ability to question each witness. The SCA may ask questions of each witness as well. The Chair shall determine whether
questions posed by the respondent are relevant and appropriate. The Chair will determine (by asking all CCB members, the SCA and the Respondent) if there is reason to re-call the witness during the re-call period.

When the Respondent has finished presenting witnesses, the CCB will have the opportunity to question the Respondent. Before beginning the questioning, the Chair will remind the Respondent of the “Statement of Testimony and Honesty” read earlier.

**WITNESS RE-CALL**
The Chair will ask if anyone has reason to recall any of the witnesses.

**CLOSING STATEMENT**
The respondent makes a brief closing statement that cannot be questioned by the CCB. The Chair turns off the tape recording.

**DELIBERATION**
The CCB will meet in a closed session to render a decision on responsibility. If the student is found not responsible, the hearing ends.

**DETERMINATION OF SANCTIONS**
If the Respondent is found responsible, the CCB is informed by the SCA of the student’s previous conduct history and are provided a list of past similar university cases with the sanctions issued. The SCA will present the Statement Relevant to Sanctioning to the CCB.

**Statements Relevant to Sanctioning**
On or before the day of the hearing, the Respondent may submit a written statement relevant to sanctioning for consideration by the CCB. The statement must be provided to the SCA in a sealed envelope. The statement will be read by the CCB only if the Respondent is found responsible. If the CCB does not find the Respondent responsible, the envelope will be destroyed and unopened, by the SCA.

**NOTIFICATION OF OUTCOME**
The CCB hearing panel chair will notify the Respondent of the outcome of the hearing in writing (which may include by email) promptly once a decision is reached, but typically no later than three business days from the conclusion of the hearing. The Complainant, if any, will be notified to the extent consistent with law.