Office of Student Conduct
Administrative Facilitated Dialogue/Pre-Hearing Meeting Script

1. **Introduction:** Administrator makes introductions of parties involved, students and pre-hearing administration and offers a brief overview of the pre-hearing process. It is important to stress that no decisions have been made at this point regarding responsibility or sanctions. The administrator will remind the student of the importance of honesty, referencing the Community Responsibility (formerly Pledge of Responsibility for non-FYS) statement agreed to when joining the Bucknell Community and its relevance to this process. This administrator informs students of the potential for taking notes throughout the process and that their will be some paperwork to sign at the conclusion of the pre-hearing meeting.

2. **Incident discussion:** The administrator discusses the information available regarding potential prohibited conduct. The administrator will verbally summarize the incident report with the students, explaining the prohibited conduct charges associated with the incident.

3. **Respondent presentation:** The administrator will then ask the students to discuss the incident. Students should give as many details as possible. This could include but is not limited to: the time of day, the location, others involved, any additional factors such as alcohol, drugs or disorderly actions involved. Any written information provided by the respondent will be reviewed at this time.

4. **Prohibited conduct discussion:** After finishing the discussion of the incident, the administrator will explain the appropriate charges associated (they may be as written in the charge letter or different based on information discussed at the pre-hearing meeting). The administrator should then talk with the students about their responsibility for the prohibited conduct.
   a. If the student **does not take responsibility** or is disagreeing with important details, please inform the student that the case will be referred to the Student Conduct Administrator for a formal hearing. Student should sign pre-hearing checklist before the conclusion of the meeting.
   b. If the student **accepts responsibility**, the situation can continue with a pre-hearing resolution. Student should sign the top portion of the pre-hearing checklist at this time.

5. **Resolution details:** The administrator discusses the factors needed for a pre-hearing resolution and if the student accepts responsibility, agrees to move forward with the pre-hearing resolution. It is important to indicate that before the process is completed, that acceptance of responsibility needs to be in writing. The remainder of the pre-hearing resolution can conclude now, or be rescheduled for additional information and/or investigation.

6. **Sanction and Accountability Plan:** At this time, the administrator and student should discuss the Bucknell experience, academic goals, social experiences, engagement in campus life and other important issues. After getting to know the student a bit more, discussions regarding sanctioning can begin.
   a. Sanction options include warning, letter of censure and probation. If warning is appropriate, discuss that it does not become a part of the student’s conduct record.
   b. Accountability plans should be discussed so students understand the purpose of the accountability plan.
   c. If parent/guardian notification is appropriate, discuss this process.

7. **Conclusion:** The hearing administrator will close the meeting by asking for any additional questions and informing students that a written outcome letter will be sent via email. The letter will include the prohibited conduct for which they have been found responsible, their sanction and accountability plan details. The administrator will remind the student that pre-hearing resolutions are not able to be appealed. Students must sign the bottom half of the checklist before leaving.
Important Note from the Student Code of Conduct

If Pre-Hearing Resolution is pursued, the SCA or Residential Education staff member conducting the process may end the Pre-Hearing Resolution in order to pursue Formal Resolution at any time, including if the Respondent withdraws acceptance of responsibility in writing, the circumstances of the alleged Prohibited Conduct cease to meet the above requirements, the Respondent fails to engage in amicable and respectful discussion, or the Respondent and SCA or Residential Education staff member are not able to agree on an outcome. The Respondent may request to proceed by Formal Resolution at any point prior to a resolution being agreed upon.

July 2014