



Office of Student Conduct

Basic Protocol for Conducting a Judicial Hearing

- I. Introduce all parties participating in the hearing.
 - a. Presiding chairperson and justices from the All University Judicial Board (AUJB)
 - b. Accused student (and advisor if applicable)
 - c. Referral Agent (staff/faculty member or Graduate Assistant)
 - d. Witnesses
- II. Remind all students involved of Section 11 of the University's Code of Student Conduct (Code) that, "Knowingly furnishing false information, including false testimony at judicial hearings, to the University or to any member of the University community in conjunction with University related activities" constitutes a violation of the Code.
- III. Address the specific charges against the student.
- IV. Referral agent presents his/her case.
 - a. Accused student may ask questions of the referral agent, directed through the AUJB chairperson.
 - b. The AUJB may ask questions of the referral agent.
- V. Accused student presents his/her defense.
 - a. Referral agent may ask questions of the accused student, directed through the AUJB chairperson.
 - b. The AUJB may ask questions of the accused student.
- VI. Witnesses for the referral agent are called and/or statements are read.
 - a. Referral agent may ask questions of his/her witness(s).
 - b. Accused student may ask questions of the referral agent's witness(s), directed through the AUJB chairperson.
 - c. The AUJB may ask questions of witness(s).
- VII. Witnesses for the accused student are called and/or statements are read.
 - a. Accused student may ask questions of his/her witness(s).
 - b. Referral agent may ask questions of the accused student's witness(s), directed through the AUJB chairperson.
 - c. The AUJB may ask questions of witness(s).
- VIII. Final re-direct, follow-up and/or clarification questions are asked.
 - a. Referral agent may ask questions of the accused student or any witness(s) directed through AUJB chairperson.
 - b. Accused student may ask questions of the referral agent or any witness(s) directed through AUJB chairperson.
 - c. The AUJB may ask questions of referral agent, accused student or any witness(s).
- IX. Summary statements.
 - a. Referral agent gives a brief statement addressing the facts and testimony of the hearing.
 - b. Accused student gives a brief statement addressing the facts and testimony of the hearing.
- X. Deliberation and Decision
 - a. Chair asks all parties (if any) to leave the room in order to review evidence and testimony.
 - b. Deliberations—in the presence of Graduate Assistant or designee during all AUJB hearings. (This individual serves as a consultant to the Board during the hearing and deliberations.)
 - c. Chair calls accused student and referral agent back in the room and informs them of the findings and sanction.
- XI. Conclusion/Follow-Up
 - a. Student signs hearing documents and copies are made for the student by the Graduate Assistant or designee.