



OFFICE OF STUDENT CONDUCT & COMMUNITY EXPECTATIONS

SANCTIONS ONLY HEARING SCRIPT

NOTES:

- *The Sanctions Only Hearing will be chaired by a conduct officer.
- *The panel will be made up of one student, one faculty member, and one other UCOD member.
- *The conduct officer will be responsible for presenting the facts of the case and any prior conduct history.
- * The accused student will be present and may bring a University Friend.

STAGE 1 - INTRODUCTION

TURN ON RECORDER

Conduct Officer: This meeting is being held to determine sanctions for a violation of the Lehigh University Code of Conduct. Would every one please introduce themselves for the record?

Conduct Officer: We are here to determine sanctions for (STUDENT NAME). Prior to this conference (STUDENT NAME) has taken responsibility for the following charges and requested that a panel be convened to impose sanctions.

I will now read the charges and narrative of this case in to the record:

(READ CHARGES)

Conduct Officer (to accused): (Student Name) do you accept responsibility for these charges and accept this meeting as the means to have sanctions imposed? (Student should respond with YES. If they respond with NO, the meeting is over and a hearing must be scheduled).

I will now read the Lehigh University Honesty Statement:

You have plead responsible to violating the Lehigh University Code of Conduct and asked this panel to impose sanctions. You, are not required to answer any questions that are asked of you at any disciplinary proceedings. However, any information you choose to provide must be true and correct. If you intentionally provide false or misleading information to the hearing panel, you will be in violation of the Lehigh University “Expectations of Conduct” and additional charges may be filed against you. Additionally a pattern of lying or fabrication will be considered by the hearing panel/conduct officer when imposing sanctions in this case.

Conduct Officer (to accused): Do you agree to abide by this statement? (Student Responds)

Conduct Officer (to accused): You now have the right to make an opening statement concerning this incident. We will not interrupt this statement but may question you later on its contents.

(Student Makes Statement)

STAGE II - INFORMATION GATHERING

Conduct Officer: **I will now present the information from the case. *Including the student's past disciplinary record.***

Conduct Officer: **Do the panel members have any questions? Does the accused student have any questions?.**

Conduct Officer (to accused): **We will now question you. Please remember that you do not have to answer any questions you do not wish to answer.**

Panel questions accused

Conduct Officer (to accused): **Is there anything else you would like to add or any final statement you would like to make? Do you have any character witness statements to share with the panel?**

Accused makes statement or brings forward any other information.

Conduct Officer: **Does anyone else have anything to add at this time?**

Conduct Officer: **At this point I will ask everyone but the members of the panel to clear the room.**

STAGE III - DELIBERATION ON SANCTIONS

TURN RECORDER OFF

The panel will determine the appropriate sanctions for this case. The panel is NOT empowered to review the plea of responsible. The panel will also provide a detailed rationale for the sanctions imposed.

The panel is permitted to consult with the Conduct Officer when imposing sanctions.

The accused student will then be called back into the room.

TURN RECORDER ON

Conduct Officer (to accused): **This panel has imposed the following sanctions and rationale:**

Sanctions and Rationale read.

Conduct Officer (to accused): **You retain the right to appeal as outlined in the Code of Conduct. Please contact the Office of Student Conduct & Community Expectations**

HEARING ENDS