



OFFICE OF STUDENT CONDUCT & COMMUNITY EXPECTATIONS

DISCIPLINARY CONFERENCE SCRIPT**I. INTRODUCTION OF PROCESS:** (Recorder off)

Hearing officer: You are here to resolve an open judicial case through the Disciplinary Conference Process as defined in the Lehigh University Code of Conduct. During this conference, I will review the written documentation of the situation with you as well as the charges filed. We will then both have the opportunity to question any listed witnesses. I will then review any written documentation you have brought forward (i.e. witness statements), and then I will question you concerning this incident. You are not required to answer any questions, but any information you provide must be truthful or your actions will be in violation of the Lehigh University Code of Conduct and additional charges may be filed against you. I will then ask you to step outside while I make my decision and write a rationale for that decision. I will then ask you to come back into the room. If you are found not responsible the meeting is concluded. If you are found responsible we will continue by discussing any past judicial record you might have. While I may ask you questions concerning past judicial actions you are not required to answer any questions. At that point I will determine sanctions, and a justification for those sanctions.

II. INTRODUCTION OF CASE (Recorder On)

Hearing Officer: We are on the record in the case involving <Student name> relating to an incident on <DATE of INCIDENT>. The Judicial officer in this case is <NAME OF Hearing officer>.

Hearing Officer: Please introduce yourself for the tape. (to student)

The Hearing Officer will read the Lehigh University Honesty Statement

You have been accused of violating the Lehigh University Code of Conduct and therefore, 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.

Hearing Officer: Do you understand the honesty statement?

If the student does not understand the Judicial Officer shall make every effort to explain the honesty statement to the accused student.

The Judicial officer will read the charges and the specifics of the case, ask for a plea of responsible or not responsible

Hearing Officer: You may now make an opening statement to present your side of the case.

III. **INFORMATION SEEKING**

Hearing Officer: I will now review the written documentation that was provided for this case. If you have any questions or comments concerning those documents now is an appropriate time to do so.

Hearing Officer: We will now question any witnesses starting with those called by the university. We will both have the opportunity to question these witnesses.

Hearing Officer (to witness): I will now read you the University Honesty statement

STUDENT WITNESSES: Lehigh University expects that all information presented will be true, complete, 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”; specifically: Expectation IV. “Respect for the Lehigh University Community”. You are subject to disciplinary action for providing false information. A pattern of lying or fabricating information by the respondent may be considered when sanctions are being imposed.

FACULTY/STAFF: The Office of Student Conduct has called you to provide information related to a student conduct matter. The University expects that all the information you provide will be true and correct.

The Hearing Officer will question the witness, then the accused student may do so. This process will be repeated for all witnesses.

Hearing Officer: I will now begin questioning you concerning this incident, you are reminded that you do not have to answer any questions. Do you have anything you would like to say prior to the questioning?

IV. **CLOSING**

The Student will have the opportunity to offer any further information that has not been mentioned. Then the student will be asked to leave the room.

V. **DELIBERATION**

The Judicial Officer will determine whether there is a preponderance of evidence to find the accused student responsible. The Judicial Officer will develop a rationale explaining his/her finding.

VI. **DECISION**

The accused will be called back into the room and will be read the decision as well as the rationale. If the student is not responsible the meeting is concluded. If the student is responsible, the hearing moves forward.

VII. **SANCTIONS**

The Judicial Officer will review any past judicial incidents with the accused, and discuss those incidents. The accused student can offer any information that they feel is relevant.

The Judicial officer will determine sanctions and at a later time write a rationale.

The student is informed of his/her right to appeal.

The meeting is concluded, and the tape recorder turned off.

A letter outlining the outcome of this case will be sent to the student (and other named parties) following the meeting.