

## Student Conduct Board Hearing Opening Statement on Procedures

### START ZOOM RECORDING

### RAPPORT BUILDING (Ask 1 or 2 rapport building questions to student)

Before we get started, we would like to take a bit of time to get to know more about you.

- Please tell us a little bit about yourself and why you chose to come to WSU?
- Are you active in any clubs on campus?
- Are you doing anything fun this weekend?
- Are you watching anything exciting on Netflix/Hulu/Amazon Prime?
- Etc.

### OFFICIAL SCRIPT

It is [Insert Date] at [Insert Time]. This is a Student Conduct Board hearing, taking place over Zoom. My name is [YOUR NAME] and I serve as today's hearing chair. The hearing has been convened for hearing information in a case involving [Respondent] who has allegedly violated the Wichita State University Student Code of Conduct. This hearing is designed to allow all the information to come forward. The content discussed in this hearing is confidential and protected by federal law. Student Conduct 7(ot)-4(e)(ct)5(ed)-8(y)-8(f)-3(ed)8(r)-3(a)0-4(-)9(1)6(a)0w)5(.)] TET@.00

decision, all appeals must be filed in writing within 5 business days of the decision letter. Appeals must be submitted via the online Appeal Request form, described in your outcome letter.

Are there any questions regarding our procedure?

**-Pause for Response-**

At this time, I would like all participants in the hearing to introduce themselves for audio recording purposes. Please state your name and role in today's hearing.

**-Pause for Responses-**

**[Respondent]**, you have been charged with allegedly violating the following section(s) from the Student Code of Conduct:

1. Violation 1
2. Violation 2
3. ETC.

These charges stem from a report alleging that you were involved in **[Incident Summary]** on **[Incident Date]**.

1. At this time, we will give the opportunity for **[Complainant]** to provide an opening statement, if you have one.  
*opening statement*

2. **[Respondent]**, you will now be given the opportunity to provide an opening statement, if you have one.  
*opening statement*

3. At this time, we will ask **[Complainant]** to present any witnesses.

**4. [Complainant], do you have any witnesses present to provide information?**

*If yes, Ask witness to introduce themselves and explain their involvement in this case.*

*[Complainant], you may now ask questions of the witness.*

*[Respondent], you may now ask questions of the witness.*

*Committee, we may now ask questions of the witness.*

*[Witness] you are now dismissed, thank you for your time.*

*\*Repeat Red Text Above\**

5. **[Respondent]**, you may ask **[Complainant]** any questions that you may have.

*Questioned by Respondent*

6. The committee will now ask questions to **[Complainant]**.

*Questioned by Committee*

7. At this time, we will ask **[Respondent]** to present any witnesses.

**8. [Respondent], do you have any witnesses present to provide information?**

*If yes, Ask witness to introduce themselves and explain their involvement in this case.*

*[Respondent], you may now ask questions of the witness.*

*[Complainant], you may now ask questions of the witness.*

*Committee, we may now ask questions of the witness.*

*[Witness] you are now dismissed, thank you for your time.*

*\*Repeat Blue Text Above\**

9. **[Complainant]**, you may ask **[Respondent]** any questions that you may have.

*Questioned by Complainant*

10. The committee will now ask questions to **[Respondent]**.

*Questioned by Committee*

11. At this time, we will ask SCCS to present any witnesses.

12. **SCCS, do you have any witnesses present to provide information?**

*If yes, Ask witness to introduce themselves and explain their involvement in this case.*

*[Complainant], you may now ask questions of the witness.*

*[Respondent], you may now ask questions of the witness.*

*Committee, we may now ask questions of the witness.*

*[Witness] you are now dismissed, thank you for your time.*

*\*Repeat Green Text Above\**

13. Are there any additional questions for **[Complainant]** from any party?

14. Are there any additional questions for **[Respondent]** from any party?

15. **[Complainant]**, you are now welcome to make a closing statement, if you have one.

*Closing statement*

16. **[Respondent]**, you are now welcome to make a closing statement, if you have one.

*Closing statement*

Thank you for your time. **[Respondent]**, the committee's decision will be e-mailed to your @shockers.wichita.edu e-mail within five business days of this hearing. Any questions should be directed to the Office of Student Conduct & Community Standards.

**STOP ZOOM RECORDING**