SAMPLE

***THIS HEARING OUTLINE SUBJECT TO CHANGE AT THE DISCRETION OF THE JUDICIAL BOARD***

Part I: Opening Remarks:

Pre-Hearing Comments

Chair: Please turn on the digital voice recorder.

Chair: Today, [insert date], members of the Henry B. Tippie School of Management Judicial Board are assembled in [insert room number & building name] to consider an appeal involving [insert student’s name]. Please understand that an audio recording of this hearing is being made and will become part of the University’s official record of this matter. In the event of an appeal, this recording can be transcribed if necessary.

Introductions

Chair: Good afternoon. My name is [insert chairperson’s name], and I will be the chair of today’s hearing. My role is to maintain process and decorum during the hearing. Let’s now go around the room and introduce ourselves. Please state your name and role in the hearing process. Please speak loud enough to be recorded.

Notice

Chair: [insert student's name], you should have received a copy of the honor code, judicial procedures, investigation report, and hearing outline via your @uiowa.edu e-mail account and via certified mail sent to the mailing address you provided The University of Iowa. Did you have the chance to review these documents? If yes, continue. If no, take a five minute recess to allow the student to the review documents.

Confidentiality

Chair: This is a closed hearing. All statements, information or comments given during this hearing will be held in confidence by members of the Board, University Staff; witnesses, advisors, and observers before, during, and after the Board’s deliberation. Are there any questions about this requirement?
Judicial Hearing Outline

Biased Board Members

Chair: [insert student's name], do you feel that any of these board members may be biased in any way? *If no, continue. If yes, ask the student to elaborate on the problem.*

Observers (if applicable)

Chair: [insert student's name], do you object to having observers in the room? *If no, continue. If yes, excuse the observers and continue.*

Excuse the Witnesses

Chair: At this time we will excuse the witness/witnesses. Please remain nearby. At the proper time in the hearing process, you will be called in, one at a time, to provide testimony. Please do not discuss this matter with anyone else why you are waiting to testify or after you testify.

Part II: Case Presentation

Initial Pleading

Chair: [insert student's name], after reviewing the evidence how do you wish to plead regarding the allegations made that you were in violation of the Honor Code? *If student pleads not guilty, continue trial to determine responsibility. If student pleads guilty, continue trial to determine any necessary sanctions.*

Faculty Presentation

Chair: [insert instructor’s name], do you swear that the testimony you are about to provide is truthful to the best of your knowledge? Please present your case.

Questions

Chair: Does the Board have any questions for [insert instructor’s name]? [insert student's name], do you have any questions for the [insert instructor’s name]?

Witnesses

Chair: We will now hear [insert instructor’s name]’s witnesses. Please call in the first witness.

Chair: Do you swear that the testimony you are about to provide is truthful to the best of your knowledge?

Chair: Please state your name and relate the information you have about the case.

Chair: Does the Board have any questions? [insert instructor’s name]? [insert student's name]?

Chair: Thank you for participating; you may leave the room.
Judicial Hearing Outline

Student Presentation

Chair: [insert student’s name], do you swear that the testimony you are about to provide is truthful to the best of your knowledge? Please present your case.

Questions

Chair: Does the Board have any questions for [insert student’s name]? [insert instructor’s name], do you have any questions for [insert student’s name]?

 Witnesses

Chair: We will now hear [student’s name]’s witnesses. Please call in the first witness.
Chair: Do you swear that the testimony you are about to provide is truthful to the best of your knowledge?
Chair: Please state your name and relate the information you have about the case.
Chair: Does the Board have any questions? [insert instructor’s name]? [insert student’s name]?
Chair: Thank you for participating; you may leave the room.

Closing Statements

Chair: We will now hear closing statements. [insert student’s name], please present your closing statement.

Dismissal

Chair: With the submission of closing statements, the record before this board is now closed. We will now close the hearing for deliberation on responsibility and make a recommendation regarding sanctions if necessary. Would [insert instructor’s name], [insert student’s name], [and name any observers] please leave the room? Thank you.

Deliberation

Chair: Please turn off the digital voice recorder.

Responsibility (choose one)

Chair: Please turn on the digital voice recorder.
If not responsible
Chair: The Board cannot find sufficient evidence to consider [insert student’s name] responsible for the charge of academic misconduct. In accordance, the Board will not impose programmatic sanctions.
If responsible
Chair: The Board has determined that [insert student's name] is responsible of the charge of academic misconduct. In accordance, the Board will impose the following programmatic sanction(s):
- List sanction(s)