

**Sanction Only Hearing Script**  
**Office of Student Conduct**  
**TEXAS TECH UNIVERSITY**

**Parties Involved in the Sanction Only Hearing:**

- Respondent
- Complainant(s) *if applicable*
- Advisor(s) *if applicable*
- Investigator
- Resource Person
- Panel Members

**Introduction of the Participants and Sanction Only Hearing Policies:**

After everyone is seated and the recorder is turned on, the Resource Person will facilitate introductions of the Complainant, Respondent, and others present for the Sanction Only Hearing.

***Introduction of Participants***

**Resource Person:** *I am (Resource Person's full name) and I will serve as the Sanction Only Hearing Resource Person. This is a Sanction Only Hearing for (Respondent's full name) on (date). The Complainant is (Complainant's full name). At this time, will the members of the Sanction Only Hearing Panel and the Investigator introduce themselves?*

***Roles of the Participants***

**Resource Person:** *The Complainant is the party or individual reporting the complaint or concern. The respondent is the party or individual responding to the complaint or concern regarding their behavior and is alleged to have violated the Code of Student Conduct.*

*The Investigator in this case was assigned to investigate the report made by the Complainant(s) by the Dean of Students, The Managing Director of the Office of Student Conduct, or designee. The Investigator's role is to conduct a thorough, reliable, and impartial investigation and compile the information that they gathered into the Investigation Report that will be presented today.*

*I, the Sanction Only Hearing Resource Person, will serve as a non-voting participant in the Sanction Only Hearing and am a trained University staff member who assures that University/College procedures are followed throughout the Hearing.*

*The Panel Resource Person may:*

- *Prepare the Sanction Only Hearing materials;*
- *Record the Sanction Only Hearing proceedings;*
- *Escort participants into the Hearing room, grant breaks for participants, and distribute evidentiary materials;*
- *Ensure proper decorum throughout the Sanction Only Hearing;*
- *Ensure the procedural soundness of the Sanction Only Hearing;*
- *Provide student conduct history of the Respondent during the sanctioning phase, if necessary;*
- *Compile the post Sanction Only Hearing documentation,*
- *Deliver notification to student parties.*

*The members of the Sanction Only Hearing Panel are trained University administrators, staff, faculty, and in some cases students, who are appointed to issue sanction(s) in the event of a responsible finding.*

*Advisor(s) present during this Sanction Only Hearing are reminded that their primary role is to be supportive and offer advice to their advisee throughout the Sanction Only Hearing. Advisor(s) may not speak on behalf of their advisee and do not have an active, participatory role in the Sanction Only Hearing. Should an advisor wish to confer with their advisee, the advisee should request a break from the Resource Person.*

## ***Educational Purpose of Student Conduct at Texas Tech University***

**Resource Person:** *This is a Sanction Only Hearing at Texas Tech University. The Sanction Only Hearing will be conducted in accordance with the procedures outlined in the Texas Tech University Student Handbook and Code of Student Conduct and is only an option when the Respondent has accepted responsibility for the alleged violations during the investigation phase of the conduct process. During the Sanction Only Hearing, the Investigation Report and finding are presented to the Sanction Only Hearing Panel by the Investigator. After review of the Investigation Report and finding, the Sanction Only Hearing Panel will deliberate to determine the appropriate sanctions. This is an educational Sanction Only Hearing and not a court of law. The Sanction Only Hearing is being recorded to provide a record of the procedures and statements. The expectations throughout the Sanction Only Hearing are to be honest. If it is determined that a student participant has made false or misleading statements at any point throughout the process, the student may be subject to potential disciplinary actions under the Code of Student Conduct.*

*This is a Formal Sanction Only Hearing and the expectation is that all individuals involved conduct themselves in a professional and respectful manner. I will address any inappropriate behavior.*

*The Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. No student will be found in violation of University policy without sufficient information and evidence showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.*

### **Presentation of Formal Allegation(s) and Final Investigation Report:**

#### ***Formal Allegation(s)***

**Investigator:** *As the Investigator for this case, I will present the information and evidence I gathered from the Complainant, the Respondent, and all witnesses. All pertinent information and evidence was compiled into the Investigation Report.*

*In accordance with the information and evidence expounded in the Investigation Report, the following are the Formal Allegations issued to the Respondent: (reference Formal Allegation document). Please note that the Respondent has accepted responsibility for the allegations*

#### ***Final Investigation Report***

**Investigator:** *Participants may request breaks to confer with advisors, the Resource Person, or with myself at any time during the Sanction Only Hearing by raising their hand and being acknowledged by the Resource Person. At this time, I will present the Investigation Report: (reference the Investigation Report).*

### **Response to the Allegation(s)**

**Resource Person:** *(Respondent), during the pre-hearing meeting you had with the Investigator, you took responsibility for the following alleged violations of the Code of Student Conduct: (reference the Formal Allegations page provided).*

### **Presentation of Impact Statement:**

**Resource Person:** *Due to (Respondent) taking responsibility prior to this Sanction Only Hearing, a finding of responsibility has been rendered. At this time, the Complainant and the Respondent may give an impact statement. I will facilitate the delivery of these statements in accordance with the Complainant's and the Respondent's preferences.*

[Impact Statements are delivered]

**Resource Person:** *At this time, the Panel will determine the sanction(s) assigned to the Respondent for the violation(s) of the Code of Student Conduct. The sanction(s) imposed will be proportionate to the severity of the violation and to the cumulative conduct history of the Respondent if applicable. Everyone but the Panel members is dismissed.*

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**DO NOT READ PAST THIS LINE UNTIL DISMISSED PARTIES HAVE DEPARTED**

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**Determination of Sanction(s)**

If applicable, the Resource Person will present the documented conduct history of the Respondent.

**Resource Person:** *As the Resource Person, it is my responsibility to ensure that every member of this Panel actively participates in determining the sanction(s). The student conduct process at the University exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations and values. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community. During the sanctioning phase, I will provide the Panel with a sanctioning grid, a list of common educational resources, and will answer questions about the proportionate severity of the violation. Once discussion has concluded, the Panel will move to a vote on the sanction(s), if necessary, and will tally those votes. At this time, the floor is open for discussion.*

When the deliberation has concluded, the votes have been tallied, and the sanction(s) have been assigned, the *Sanction Only* Hearing Panel will transcribe the findings and the rationale and inform the Resource Person, the Investigator, the Respondent, and the Complainant. The Resource Person will dismiss the Panel Members and the *Sanction Only* Hearing is adjourned.