

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 Chairperson will facilitate introductions of the Complainant, Respondent, and others present for the Sanction Only Hearing.

Educational Purpose of Student Conduct at Texas Tech University

Chairperson: *This is a Sanction Only Hearing at Texas Tech University. The Hearing will be conducted in accordance with the procedures outlined in the Texas Tech University Student Handbook and Code of Student Conduct. This is an educational Hearing and not a court of law. The Hearing is being recorded to provide a record of the procedures and statements. The expectations throughout the Hearing are to be honest. If it is determined that a student participant in this Hearing has made false or misleading statements, the student may be subject to potential disciplinary actions under the Code of Student Conduct.*

This is a Formal Hearing and the expectation is that all individuals involved conduct themselves in a professional and respectful manner. The Chairperson, Resource Person, or Investigator 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.

Introduction of Participants

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

Roles of the Participants

Chairperson: *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). The Investigator's role is to conduct a thorough, reliable, and impartial investigation and compile the information that they gathered into the Investigation Report.

The Resource Person will serve as a non-voting participant in the Hearing and is a trained University staff member who assures the University/College procedures are followed throughout the Hearing.

The members of the Hearing Panel, including the Chairperson, are trained University administrators, staff, faculty, and in some cases students, who are appointed to determine whether provision(s) of the Code of Student Conduct were violated and issue sanction(s) in the event of a responsible finding.

The Chairperson facilitates the hearing, including reading the script, ensuring decorum, granting breaks, and adhering to procedural soundness in conjunction with the Resource Person and Investigator. In cases where students serve as panel members, they are not eligible to be the Chairperson.

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

Presentation of Formal Allegation(s):

Formal Allegation(s)

Chairperson: *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).*

Final Investigation Report

Chairperson: *As an expectation prior to this hearing, all panel members have thoroughly reviewed the information provided in the Investigation Report. At this time, can each panel member verbally acknowledge that they have read the report in its entirety. The Complainant(s) and Respondent(s) have had the opportunity to review and acknowledge that the report is complete, including any participants' statements, questions, and responses, during the pre-hearing phase. As the Complainant(s), Respondent(s), and panel members present today have reviewed the information in the report, we will move directly into the information-gathering portion of the hearing.*

Response to the Allegation(s)

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

Information Gathering

Chairperson: *The Respondent has accepted responsibility for the aforementioned violations of the Code of Student Conduct. Prior to the delivery of impact statements, do the members of the Panel have any questions for the Respondent that may impact the sanctions imposed for these violations?*

Presentation of Impact Statement

Chairperson: *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]

Chairperson: *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 and Resource Person is dismissed.*