

**Panel Hearing Script**  
**Office of Student Conduct**  
**TEXAS TECH UNIVERSITY**

**Parties Involved in Hearing:**

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

**Introduction of the Participants and 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 Panel Hearing.

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

**Chairperson:** *This is a Panel 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 Panel Hearing for (Respondent's full name) on (date). The Complainant is (Complainant's full name). At this time, will the members of the Hearing 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.*

### **Information-Gathering Portion of the Hearing:**

**Chairperson:** *This is the information-gathering portion of the Hearing. The Complainant and the Respondent will have the opportunity to give a statement, after which the members of the Panel, the Complainant, and the Respondent may ask questions of the involved parties in order to clarify and/or supplement the Investigation Report.*

*All questions will be directed to the Investigator, who will address each question per the information gathered in the Investigation Report. The Investigator will then give the Complainant, the Respondent, and witnesses (as necessary), the opportunity to respond to each question. It is our goal to make sure that all parties have a fair opportunity to have their information presented. If either the Complainant or the Respondent would like to address something that is said during this portion of the Hearing, they may do so by raising their hand and being acknowledged by me.*

*This portion of the hearing will not include impact statements from the Complainant or Respondent. These statements will be read/presented by the Respondent and Complainant or by the Chairperson prior to the sanctioning portion of the Hearing, and only if a violation of the Code of Student Conduct is found to have occurred. Any impact statements will be halted by myself, the Resource Person, or the Investigator during this portion of the Hearing.*

- *Would the Complainant like to give an opening statement?*
- *Would the Respondent like to give an opening statement?*
- *Does the Complainant have questions for the Respondent?*

*Please direct all inquiries to the Investigator and do not directly address the Respondent.*

- *Does the Respondent have questions for the Complainant?  
Please direct all inquiries to the Investigator and do not directly address the Complainant.*
- *Do members of the Hearing Panel have questions?  
Please direct all inquiries to the Investigator.*
- *Does the Complainant have questions for any witnesses or the Investigator?  
Please direct all inquiries to the Investigator.*
- *Does the Respondent have questions for any witnesses or the Investigator?  
Please direct all inquiries to the Investigator.*
- *Would the Complainant like to give a closing statement?*
- *Would the Respondent like to give a closing statement?*

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

**Chairperson:** *(Respondent)*, at this time I am going to ask you to respond to each of the alleged violations of the Code of Student Conduct. You will respond to each allegation with one of the following: “responsible,” “not responsible,” or “no response.” **(Reference Formal Allegation document)**

**Chairperson:** Thank you to the participants for the information presented in today’s Hearing. At this time, the Panel will meet to deliberate whether *(Respondent’s full name)* is responsible for violation(s) of the Code of Student Conduct. The recorder will be turned off during these closed deliberations. If at any point during deliberations, the Panel identifies question(s) they need answered, I will step out of deliberations and alert the Resource Person, the Investigator, the Complainant and the Respondent. At this point, the Hearing will reconvene to address the question(s). In the event that the Panel determines a finding of responsible, then I will facilitate the delivery of impact statement(s).

Per the Code of Student Conduct, the panel will transcribe the findings of the hearing and the Resource Person will notify the Complainant and the Respondent of the Panel’s decision with regard to a responsible or not responsible finding and applicable sanction(s). Please keep in mind that both parties may utilize the Disciplinary Appeals process outlined in the Handbook and Code of Student Conduct. Thank you all for your participation today. At this time, everyone but the Panel members are dismissed.

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### **CONTINUE TO THE NEXT SECTION ONLY IF THERE IS A RESPONSIBLE FINDING**

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**Chairperson:** A responsible finding has been rendered. At this time, the Complainant and the Respondent may give an impact statement. Would the Complainant like to give an impact statement? [Impact Statements are delivered] Would the Respondent like to give an impact statement? [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. Everyone but the Panel members and Resource Person are dismissed.