



Manchester College
Office Of Residential Life

**What to Expect at a
College Hearing Panel Hearing**

Rooms used for College Hearing Panel (CHP) hearings will be notated on your hearing notification. Refer to the notification for the date, time and location of the hearing. Please arrive 10 minutes prior to the scheduled hearing time.

Before arriving for the hearing:

- Respondents should dress appropriately for the hearing.
- Respondents are responsible for notifying his/her witnesses of the hearing time and location. (If applicable)
- Respondents should read through all incident reports.

While in the waiting room the following will happen:

- The Chief Justice will greet everyone.
- The Chief Justice will escort respondents to the hearing room while witnesses will wait.

The format of the hearing is as follows:

- The Chief Justice introduces him/herself.
- The remaining CHP members introduce themselves.
- The Chief Justice will ask respondents to introduce themselves.
- The Chief Justice will pass out a Hearing Form to indicate what each respondent is charged with.
- The Chief Justice will read all incident reports aloud.
- The Chief Justice will ask if there are any factual changes that need to be made.
- The Chief Justice will read aloud the charges from the MC source and ask if there are questions.
- Respondents will be asked to mark their plea for each charge and sign the form.
- The Chief Justice will collect the Hearing Forms.
- The Chief Justice will ask the respondents to explain in their own words what occurred.
- The Chief Justice will escort witnesses to the hearing room.
- The Chief Justice will open the proceedings to general questions from the panel.
- A recess may be called at any time by the Chief Justice. If a recess is called all respondents and witnesses will be asked to wait in the waiting room.
- When the board is ready to resume questioning, the Chief Justice will escort the needed parties back to the hearing room.
- After the questioning is finished, the Chief Justice will ask for any closing statements.
- The Chief Justice will dismiss the hearing.

After the hearing:

- The board will deliberate and inform the CHP advisor of the outcome.
- All respondents will be notified of the outcome via email within three business days, not including the date of the hearing.