

What to Expect at a Conduct Review Board Hearing

The waiting room for Conduct Review Board (CRB) hearings is on the first floor of Calvin Ulrey (CU 119) in the large conference room. CRB judicial hearings take place on the 2nd floor of Calvin Ulrey in the Plowshares conference room. 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 CRB advisor will greet everyone.
- The CRB advisor will escort respondents to the hearing room while witnesses will wait.

The format of the hearing is as follows:

- The CRB advisor turns the proceedings over to the Chief Justice.
- The Chief Justice introduces him/herself.
- The remaining CRB members introduce themselves.
- The Chief Justice will ask respondents to introduce themselves.
- The CRB advisor 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 CRB advisor will collect the Hearing Forms.
- The Chief Justice will ask the respondents to explain in their own words what occurred.
- The CRB advisor 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 CRB advisor 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 CRB 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.