



Office of Residential Life

What to Expect at a Conduct Review Board Hearing

Please arrive 10 minutes early and refer to the hearing notification for the date, time and location.

Before arriving for the hearing:

- Respondents should dress appropriately for the hearing.
- Respondents are responsible for notifying any witnesses of the hearing time and location, if applicable.
- Respondents should read through the Incident Report prior to the hearing.

While in the waiting room the following will happen:

- The CRB advisor will greet respondents.
- The CRB advisor will escort respondents to the hearing room while witnesses wait in a separate location.

The format of the hearing is as follows:

- The CRB advisor turns the proceedings over to the Panel Chair.
- The Panel Chair introduces their self.
- The CRB panel introduce themselves.
- The Panel Chair will ask respondents to introduce themselves.
- The Panel Chair will pass out a Hearing Form to indicate what each respondent is charged with.
- The Chief Justice will read aloud the charges from *The Source* and ask if there are questions.
- Respondents will be asked to mark their plea for each charge as “responsible” or “not responsible” and sign the form.
- The CRB advisor will collect the Hearing Forms.
- The Panel Chair will ask if there are any factual changes that need to be made to the case’s Incident Report.
- The Panel Chair will ask the respondents to explain, in their own words, what happened.
- The CRB advisor will escort respondents to the waiting room and witnesses to the hearing room.
- The Panel Chair will open the proceedings to general questions from the panel.
- A recess may be called at any time by the Panel Chair. 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 Panel Chair will ask for any closing statements.
- The Panel Chair will ask each respondent if they would like to receive their outcome letter via email or in-person with the CRB advisor.
- The Panel Chair will dismiss the hearing.

After the hearing:

- The board will deliberate and discuss the outcome with the CRB advisor.
- All respondents will be notified within three business days (excluding the date of the hearing.)