

STUDENT GRIEVANCE HEARING PROTOCOL

The Chair of the hearing committee will make arrangements to have the hearing recorded. Either party may request a copy of the recording upon conclusion of the hearing.

No food or drink, other than bottled water, or, food needed for a verifiable medical condition, is allowed in the hearing room.

No electronic devices will be allowed in the hearing room, except for the device being used to record the proceedings.

The hearing protocol stated below will be followed:

Opening By Chair

The chair will open the hearing with an announcement that the hearing will be recorded and a round of self-introductions of the two parties and committee will begin. The chair will review, for those present, the procedure for the hearing.

Witness Testimony

Witnesses are not mandatory for either party. If witnesses are used by either side, their testimony will only be allowed if the committee feels it will add value to the grievance.

All witness testimony shall only be about the facts surrounding the grievance. The committee chair has the authority to stop a witness' testimony if it appears that the witness is testifying to facts similar to a previous witness.

General Questioning by Chair/Committee

- The chair and committee members will begin with questions for the student taken from the list of questions and intended areas of inquiry that were disseminated prior to the hearing.

- The chair and committee members will be able to ask follow-up questions of either party and/or the witnesses to seek further information and/or clarification.

General Procedure for Conducting Hearing

Opening Statements

Both the student and the faculty member will be allowed an opening statement with the student giving his/her statement first. Opening statements will be limited to 5 minutes.

Evidence And Testimony

- All evidence and witness testimony shall be evidence related to the grievance;
- All testimony presented will be on affirmation. The chair of the grievance committee shall ask each witness when they are called: “Do you affirm that the testimony you are about to give will be the truth? After each witness has given his/her answer, then the chair shall ask him/her to state his/her name for the record;
- The committee chair will have the authority to deny, or limit, the use of evidence or witness testimony that, in the chair’s opinion, is not relevant. In the event witnesses are called, the chair may encourage the side presenting witness testimony to move along if the questioning of individual witnesses goes beyond 5 minutes or if the questioning becomes redundant;
- At no time during the hearing may either party’s representative question witnesses, or participate in the hearing;
- All witnesses will wait outside of the hearing room until called. Once they have testified, they are dismissed from the proceeding;

- If witnesses are called, either party will be allowed to cross-examine any of the other party's witnesses. Cross examination will not exceed 5 minutes;
- Upon conclusion of student's presentation of evidence, the faculty member will then present his/her evidence.

Closing Statements

Both parties will be allowed to make closing statements (student first, then faculty), limited to 5 minutes.

Conference with Representative/Breaks

Either party will be allowed two 5 minutes breaks to confer with their representative. Handwritten notes can be passed back and forth between a party and their representative, during the hearing. The chair of the committee may also request a break at any time.

Conduct During Hearing

All parties, witnesses and committee members will conduct themselves in a professional manner. The committee chair has the authority to suspend proceedings or remove a party or witness if, in his/her opinion, a party or witness is not exhibiting professional conduct. Profanity during the hearing is prohibited unless it is being used during testimony to convey a statement made to the party or a witness regarding the issues surrounding the grievance.

Conclusion

At the end of closing arguments, the parties will be excused. The committee will deliberate off the record and arrive at a conclusion and summary statement to the proceedings. At that point, the committee will go back on the record to record their findings. The chair will ask each committee member to affirm his/her position on the

findings and conclusion. The College Office of Academic Affairs will maintain electronic copies of the proceedings for 5 years.

5/2012