

Title IX Administrative Hearing Script Involving Students as Respondents

****Once the participants have entered the virtual room, the Hearing Chair will turn on the record button in Webex.**

Introduction

"Good morning/afternoon, my name is [include pronouns if you would like], and I am the Hearing Chair for this administrative hearing, regarding case number [-----]."

This hearing has convened on [date and time] to hear the case of [name of Respondent].

As the Hearing Chair, I am generally responsible for facilitating the hearing and ensuring all participants abide by the expectations and the rules of decorum. It is my understanding that all participants have reviewed and signed off on the Expectations and Rules of Decorum document.

At this time, will all other participants state their name, pronouns (if they would like to do so), their role in this hearing (Hearing Officers, Case Manager, Complainant, Respondent, Support Persons, Advisor)?"

"Please be reminded that if a participant violates the expectations or rules of decorum, they may be removed from the hearing at the Hearing Chair's discretion. Before we begin, does any party have questions related to the hearing expectations or rules of decorum?"

"[If applicable] We have invited witnesses to participate in the hearing today. Our understanding is that the following individual (will be/are) present and in break out rooms."

Review of the Hearing Process and Proceedings

"The hearing officers and I have carefully reviewed all the documents in the hearing file, and therefore, you do not need to recount the information contained in those documents.

Hearing Officers and/or advisors will have the opportunity to ask questions of the parties, including witnesses, if applicable. All questions must be verbally directed to me, the hearing chair, to determine if the question is relevant. If I determine the question is relevant the participant whom the question is asked will be permitted to answer it. If I determine that the question is not relevant, I will provide a rationale for the determination and instruct the participant or advisor asking the question to move on to their next question.

After all parties [and witnesses, if applicable] have been questioned, the complainant and the respondent will have the opportunity to provide a closing statement prior to exiting the WebEx. We asked that each party limit closing statements to five minutes or less. Following closing statements, the hearing officers will then deliberate in private to determine if a violation of The Student Code occurred, as alleged.

Each party had the opportunity to submit a written impact statement to share how this experience has impacted them as an individual. The impact statement must have been emailed to hearings@uconn.edu prior to today's hearing for it be considered by the hearing officers. A party's impact statement will only be reviewed by the hearing officers if a finding of responsibility is made and only for the purpose of identifying any mitigating/aggravating factors for the purpose of identifying sanctions and remedial measures.

If the Hearing Officers determine a policy violation occurred, before identifying sanctions and remedial measures they will review submitted impact statements (if any), the respondent's past conduct history (if any), and the decisions made in other similar cases before determining the sanction(s) and remedial measure(s) that will apply.

The Hearing Officers will notify the parties of their decision no later than 10 business days from today. The written decision will be delivered simultaneously to each party and will describe the rationale for their findings and the steps the parties will need to take if they wish to appeal.

Are there any questions regarding the hearing process?

Will each of the parties verbally indicate that you're ready to proceed?"

Questions from the Hearing Officers and Advisors

"At this time, we will allow the hearing officers, the advisors, and each party the opportunity to pose questions to all other parties, witnesses and to the Case Manager.

As a reminder, all questions must be verbally directed to me so that I can determine if the question is relevant. If I determine the question is relevant the participant whom the question is asked will be permitted to answer it. If I determine that the question is not relevant, I will provide a rationale for the determination and instruct the participant or advisor asking the question to move on.

There is no requirement for any participant to respond to approved questions; however, please wait to hear if the question was approved by me prior to providing any response."

Complainant

"At this time, I will open the hearing up for questions of the Complainant."

1. Questions from Hearing Officers
2. Questions from Complainant's Advisor
3. Questions from the Respondent's Advisor
4. Final questions for Complainant from Hearing Officer

Respondent

"Thank you, we will now move to questions for the Respondent."

1. Questions from Hearing Officers
2. Questions from Respondent's Advisor
3. Questions from Complainant's Advisor
4. Final questions for Respondent from Hearing Officers

Case Manager

"Thank you, we will now move to questions for the Case Manager."

1. Questions from Hearing Officers
2. Questions from Complainant's Advisor
3. Questions from the Respondent's Advisor
4. Final questions for Case Manager from Hearing Officers

Witnesses (if applicable)

"Now we will move to questions for the witness(es). The Hearing Officers will determine the order in which the witnesses participate. [Hearing Officer Name], which witness would you like to invite into the hearing?"

- The hearing chair will move the witness(es) from their Webex breakout session to the main room.

"Hello [Witness Name], we are here today to discuss an issue involving [an encounter on X date at Y time]. You have been named as a person who may have relevant information for the hearing officers to consider when making their determination regarding whether any UConn policy was violated. Please state your name for the recording and if you would like, your pronouns."

"Thank you, as a participant in the live hearing, please know that this hearing is being recorded for appellate purposes and will be available for review upon request by the Complainant and Respondent. Do you have any questions regarding the expectations and rules of decorum?"

"All questions must be verbally directed to me so that I can determine if the question is relevant. If I determine the question is relevant the participant whom the question is asked will be permitted to answer it. If I determine that the question is not relevant, I will provide a rationale for the determination and instruct the participant or advisor asking the question to move on."

"There is no requirement for any participant to respond to approved questions; however, please wait to hear if the question was approved by me prior to providing any response. Do you have any questions before we proceed?"

"The order of questioning will be the following:

- Questions from Hearing Officers
- Questions from Complainant's Advisor
- Questions from the Respondent's Advisor
- Final questions for from Hearing Officers

"We will now hear questions from the Hearing Officers."

****Repeat process for all witnesses (if applicable)**

Closing Statements

"Each party can provide concluding remarks. This is your final opportunity to speak to the allegations, investigation report, documentation and additional information shared in the live hearing prior to deliberations by the Hearing Officers. We ask that all parties keep closing statements to five minutes or less."

"[Complainant Name] would you like to share a closing statement?"

"[Respondent Name], would you like to share a closing statement?"

Concluding Remarks

"At this point, this hearing has now concluded. The Hearing Officers will meet in private following this live hearing to deliberate whether the respondent(s) violated The Student Code. If it is determined that a violation occurred, the Hearing Officers will review any submitted impact statements and the respondent's prior conduct history (if any) prior to determining what sanctions and remedial measures will be implemented.

Please know that all enrolled undergraduate students can access support from the Dean of Students Office and all enrolled graduate students can access support from the Graduate School and you should not hesitate to seek support when you need it. [If a non-student complainant, correct this language from student focused.]

Within 10 business days of today, parties will receive a written notice of the decision, including the rationale for the decision and information regarding the appeal process. At this time, I will stop the hearing recording and will end the WebEx meeting."