

**HEARING PROCEDURES CHECKLIST**

Respondent: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Hearing Officer(s): \_\_\_\_\_

Witness(es): \_\_\_\_\_

Respondent Advisor: \_\_\_\_\_

**PROCEDURES** *(Check each item after it is reviewed/ discussed during hearing).*

_____	Hearing Officer introduces her/himself			
_____	Brief overview of judicial hearing process & procedures			
_____	If Advisor is present, Hearing Officer explains role to Advisor			
_____	Respondent provided with opportunity to ask any initial questions			
_____	Obtain written witness statements from Respondent (if applicable)			
_____	Explained Respondent's rights (silent, testimony, letter, appeal)			
_____	Respondent indicated he/she understood rights as read by Hearing Officer			
_____	Respondent given opportunity to review incident report(s)			
_____	Respondent given opportunity to respond to each charge			
	_____	R	NR	NC
	_____	R	NR	NC
	_____	R	NR	NC
	_____	R	NR	NC
	_____	R	NR	NC
	_____	R	NR	NC
	_____	R	NR	NC
	_____	R	NR	NC
_____	Respondent given opportunity to provide statement & respond to allegations			
_____	Hearing Officer questions Respondent			
_____	Hearing Officer invites Respondent to make any final statement(s)			
_____	Witness provides testimony (if present/applicable)			
_____	Respondent had opportunity to submit Witness questions to Hearing Officer			
_____	Respondent is advised of forthcoming decision letter			
_____	Respondent is informed of appeal process			
_____	Respondent is informed of NASCAP questionnaire; Within 5 to 10 business days of when you receive your decision letter you will receive an email from our office inviting you to participate in a survey asking you about your experience with our process. This survey is completely anonymous and voluntary. We'd appreciate your participation as part of our effort to better serve students.			

By signing below, I agree that all of the above-checked procedures were followed as written.

\_\_\_\_\_  
Respondent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hearing Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hearing Officer

\_\_\_\_\_  
Date