



OFFICE OF THE DEAN OF STUDENTS



BOSTON COLLEGE

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Procedure :

- a. **Written Notification:** In order to proceed (defined as a respondent, and if applicable, complainant) will be required to provide written notification of the hearing, indicating the alleged violation, type of board, time and location of the hearing, the name of the respondent, and the name of the board member and witness.

If an individual has a specific basis to believe that a board member holds no objection to a conflict of interest or bias, the party may notify the Office of the Dean of Student Services in writing no later than 48 hours before the hearing. If the Office of the Dean of Student Services determines that the existence of a conflict of interest or bias by the board member in question will be established, and another board member, if available, may be substituted. The decision of the Office of the Dean of Student Services is final.

- b. **Reading of Alleged Violation and Report :** The chairperson will introduce the complainant by reading the alleged violation as it has been proposed to the respondent in the notification and, if appropriate, also read from the report of the incident report () and other relevant material.

- c. **Opening Statement :** Each individual party, including the complainant (if applicable) will have the opportunity to make a brief opening statement in response to the allegation and/or other relevant material. Opening statements are not required.

- d. **Questioning :** The board member may question individuals in order to proceed and any appeal by witness on all material relevant to the complainant and the alleged violation. In order to proceed will be allowed to ask relevant questions of the hearing participants. All questioning, however, must be directed to and through the chairperson who will determine if the questioning will be conducted on the basis of its relevance to the alleged violation or inappropriate. Witnesses are permitted to proceed in order to proceed, the Hearing Board, may speak about how they feel about the case and witness, and have a relevant question to the complainant, and will answer any questions posed by the board and by individual parties.



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- e. **Closing Statement** : In closed parties can make a brief closing statement to the Hearing Board. The respondent of the information presented at the hearing of the point of view of the complainant. The chairperson may give each party a few minutes to prepare the closing statement.
- f. **Additional Evidence or Witnesses** :