

Preparing for a Conduct Hearing

A conduct hearing is schedule via email/mail with one hearing officer in the Student Conduct office, during which time, suspension from Oklahoma State University is a possible outcome. More information can be found in Section III, Part D of the Student Code of Conduct.

Conduct Hearing Outline

- I. **Call to Order: The hearing officer calls the hearing to order.**
 - A. Identify all parties present
 1. Hearing will be audio recorded
 - B. Hearing Conditions
 1. All information will be restricted to matters directly relevant to the charges.
 2. Advisors, if present, may participate only to the extent and in the same manner as afforded to the student they are advising.
 3. Any person who is disruptive or fails to abide by the hearing procedures or rules will be removed.
 - C. Honesty Statement
 - D. Witnesses excused

- II. **Opening Statements: usually 2-3 minutes each**
 - A. Hearing officer makes an opening statement
 - B. Respondent makes an opening statement

- III. **Discussion**
 - A. The hearing officer will discuss the incident with you.

- IV. **Closing Statements: usually 2-3 minutes each**
 - A. Hearing officer makes a closing statement.
 - B. Respondent makes a closing statement.

- V. **All parties excused**
 - A. A final decision will be mailed within two business days.
 1. An appeal is due within ten calendar days from the date of the hearing.
More information about APPEAL CRITERIA CAN BE FOUND IN SECTION

It is important to think about what you want to say ahead of time so that your comments are focused, relevant, and thorough. Use this outline to help you present your side of what happened.

I. Opening Statements (usually lasts around 2-3 minutes)

A. Make some introductory comments about yourself.

This will help give the hearing officer an idea about who you are and who you want to be. Keep this brief, but give some insight into yourself. mention your major, your future career plans, current significant events in your life that may have affected you and your behavior, your current stress level as well as motivation, where you are from, when you plan to graduate and how you are doing academically. The only information the hearing officer may have about you upfront could be what is contained in the complaint, so you want to provide a picture of yourself and what is going on in your life in order to help the hearing officer get to know you better.

B. Make a brief statement about responsibility of the allegations.

It is helpful to state upfront what your position on this is as that will help direct the discussion. You should state upfront if you are admitting responsibility (or that you are denying responsibility

II. Discussion Phase: Presentation of information and witnesses (if any)

A. Describe what occurred.

- Be concise in making your points and avoid repetition.
- Outline what you want to say and emphasize. Describe the events in chronological order. Stick to the facts and avoid irrelevant side topics.
- Be thorough.
- Explain what has occurred since the incident (i.e., reported to the police, received medical attention, attended counseling)

B. Question your witnesses (if any).

- Decide what order you would like to present your witness(es).
- Ask them to tell what happened or you may prompt them with specific questions. For example, you may want a witness to attest to the fact of where you were at a specific time, and another witness to corroborate what you were doing (e.g., that you were not drinking or how much they saw you drink). Or you may want a witness to describe what someone else was doing (e.g., that the witness saw two people fighting and you get in the middle to try to break it up, thus shoving someone or getting struck).
- Assist your witness(es) in staying focused and in directing their statements to the relevant issues at hand.
- Remember that your witness(es) should have material knowledge of what occurred. Character witnesses are not utilized.

III. Closing Statements (usually lasts around 2-3 minutes)

A. Describe your level of responsibility in what occurred.

1. Ultimately, the university expects that students take responsibility for their actions. If you are responsible for what happened, you should state this. Rather than trying to diminish what you did, simply state that you committed a violation and would like to try to fix it and learn from it. Furthermore, it is helpful to talk about what you are now doing to be proactive about avoiding the situation in the future and preventing yourself from violating the Student Code of Conduct again. Talk about what you are doing to be a positive contributor to the community and how you have addressed your behavior so far. What are you doing to seek self-improvement on your own?
2. You may feel that you are not entirely responsible for what occurred. Explain what specifically you take responsibility for and what specifically you feel you are not responsible for. If there are mitigating factors that detract from your level of responsibility, it is important to state those factors. Describe if any overriding feelings or stress at the time that impacted what you did at the time. If you think someone else is responsible for certain actions, you should specify who was responsible, what they were responsible for and how their actions impacted yours.
3. You may feel that you are not responsible at all for what occurred. State why you think this and provide any evidence that you are not responsible. Reiterate any facts that establish you are not responsible for the alleged violations. However, remember that just because you disagree with a law or policy does not mean that you did not violate it. Regardless of your personal feelings about a law or policy, if you chose to violate it you would be best served by admitting this and taking responsibility for your actions.
4. If you are at fault and are taking responsibility, be direct in your ownership of your actions. Be specific in what acts you take responsibility for and what actions you do not. This detracts from your stating that you are responsible. For example. "I take full responsibility for what occurred. However, I was in the wrong place at the wrong time." "The police are just looking for people to arrest." "I was violating the law, but I did not hurt anyone and just got caught." Such statements distract from the issue of responsibility and deflect accountability.

B. Describe what you will do differently in the future and recommend sanctions, if appropriate.

1. What can the university community expect from you in the future? What are you going to do to prevent the behavior from recurring or to show that you are a good citizen? Even if you did not commit a violation, it is always a good idea to reflect on what positive behavior you plan to engage in to help yourself avoid problems later. Take steps to improve your behavior and show that you are a responsible citizen.
2. Recommend sanctions that you feel would be appropriate. What can you do to show that you are behaving in a positive manner? Review the range of sanctions in Section IV of the Code of Conduct. How will you be accountable to yourself and the community? Do you believe suspension is appropriate? Why/why not?