In this packet you will find:

1. Advisor Information Form
2. Instructions to locate relevant information in Simpson University’s Student Handbook
3. Contact information for the Student Conduct Administrator for this case
4. An outline of the Student Conduct Board Hearing Process
5. An Advisor’s Relationship to the Student Conduct Administrator
Advisor Information Form
Student Conduct Board Hearing

What do I need to know in order to be an Advisor to the Respondent or the complainant for a Student Conduct Board Hearing?

The Process:

- A Student Conduct Board Hearing date will be set 5-15 days from the time an allegation is presented to the Respondent.
- The Respondent and/or Complainant may choose an advisor to prep them before the hearing and to be present at hearing. **Advisors will be present to support the complainant and/or Respondent but will not address the board.**
- The Respondent and/or Complainant may arrange for witnesses to present pertinent information to Student Conduct Board. **The Respondent and Complainant must notify the Student Conduct Administrator with the name and contact information of all witnesses that will participate in the SCB Hearing at least 48 hours before the Hearing occurs.**
- The Respondent may arrange for character witnesses that may be called by the Student Conduct Board.
- The Respondent and/or Complainant have the option to prepare an impact statement (opening statement) as well as a closing statement. Statements are not to exceed 5 minutes.
- The Respondent and/or Complainant may present pertinent information during the hearing and will have the opportunity to question/respond to questions from the other party as well as any witnesses during the hearing. All questions must be directed to the chairperson of the Student Conduct Board. The Respondent and Complainant will never address each other directly.
- Student Conduct Board hearing is held. Students and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received.

Helpful Reading To Prepare For The Hearing:

- Simpson Traditional Undergraduate Handbook includes the following which is available online at [http://www.simpsonu.edu/handbook](http://www.simpsonu.edu/handbook)
  - Terms Defined
  - Student Code
  - Redemptive Discipline Process
  - Student Conduct Board Hearing & Appeal Processes
- Outline of the Student Conduct Board Hearing Process
• Transcript of the hearing process (available upon request)

Should you have any questions regarding the SCB Hearing process, please contact the Student Conduct Administrator for your case:

Student Conduct Administrator: ____________________

Phone Number: ____________________

Email Address: ____________________
1. **INTRODUCTIONS**
   - Student Conduct Board
   - Respondent
   - Respondent’s advisor
   - Complainant
   - Complainant’s advisor
   - Witnesses

2. **THE ROLE OF THE ADVISOR(S)**

3. **REMINDER ABOUT FALSIFICATION, DISTORTION, MISREPRESENTATION**

4. **WITNESSES EXCUSED**

5. **CHALLENGE FOR BIAS**

6. **INTRODUCTION OF CHARGES**
The Student Conduct Board Chair reads each of the violations of the Student Disciplinary Code, which the Respondent is alleged to have violated.

7. **RESPONSE OF THE RESPONDENT – RESPONSIBLE OR NOT RESPONSIBLE**
   If the Respondent does not accept responsibility for violating each of the provisions of the Student Code listed above, then the Student Conduct Board Hearing shall proceed.

   If the Respondent does accept responsibility for violating each of the provisions of the Student Code listed above, then the Student Conduct Board Hearing shall proceed with the presentation of information limited to that which should be considered in the imposition of sanctions.

8. **BEGIN INFORMATIONAL PORTION OF HEARING**

9. **AFFIRMATION OF TRUTH**
   Witnesses will be asked to affirm to tell the truth.
   “I do solemnly sincerely and truly affirm that the testimony I shall give will be the truth.”

10. **INTRODUCTORY STATEMENTS BY COMPLAINTANT AND RESPONDENT**
The Complainant and Respondent will be provided the opportunity to share introductory remarks, which should not exceed five (5) minutes. You are not required to do so. If you have prepared an Impact Statement in writing or wish to make one orally, you may do so at this time.

11. **WITNESS TESTIMONIES (Complainant, Respondent & Then Additional Witnesses)**
The members of the Student Conduct Board will have the opportunity to question each witness starting with the Complainant and the Respondent as the first witnesses. After the SCB has concluded its questioning of a witness, the Complainant followed by the Respondent will be able to have questions asked of the witness (unless they themselves are the witness). Following the conclusion of the Student Conduct Board’s questioning, the individual calling the witness, followed by the other individual in the case will have opportunity to have questions asked of the
witness. Before a witness is excused, the chair will ask members of the Student Conduct Board and the Complainant and Respondent if they have final questions.

All questions by the Complainant and Respondent of witnesses should be directed to the chair of the Student Conduct Board.

12. **COMPLAINANT TESTIMONY**
Student Conduct Board will question the complainant.

After completion of questioning by the Student Conduct Board, the Complainant will be given the opportunity to provide additional information to the Board.

Respondent may ask questions to be directed to the Complainant.

13. **RESPONDENT TESTIMONY**
Student Conduct Board will question the Respondent.

After completion of questioning by the Student Conduct Board, the Respondent will be given the opportunity to provide additional information to the Board.

Complainant may ask questions to be directed to the Respondent.

14. **TESTIMONY OF ADDITIONAL WITNESS(ES)**
After the Complainant and the Respondent have testified, the following procedures will be followed for additional witnesses called by the Student Conduct Board.

a. **Student Conduct Board will call the next witness**
   
   Student Conduct Board will question witness.

   Complainant may ask questions to be directed to the witness.

   Respondent may ask questions to be directed to the witness.

   An opportunity will be given for any final questions before excusing witness.

   This process is repeated until the Student Conduct Board has called each witness.

b. **Complainant may ask the Board to call any additional witnesses.**
   
   Student Conduct Board will question witness.

   Complainant may ask questions to be directed to the witness.

   Respondent may ask questions to be directed to the witness.

   An opportunity will be given for any final questions before excusing witness.

   This process is repeated until each of the Complainant’s witnesses have been called.

c. **Respondent may ask the Board to call any additional witnesses.**
   
   Student Conduct Board will question witness.
Respondent may ask questions to be directed to the witness.

Complainant may ask questions to be directed to the witness.

An opportunity will be given for any final questions before excusing witness.

This process is repeated until each of the Respondent's witnesses have been called.

At this point, the chair should ask the members of the Student Conduct Board if they have any final questions for the Complainant or the Respondent.

15. **CONCLUDING REMARKS FROM THE COMPLAINANT AND RESPONDENT**

At this time, the Complainant and the Respondent will be provided the opportunity to make concluding remarks. They are not required to do so.

16. **EXCUSING OF THE COMPLAINANT, RESPONDENT AND ADVISORS – SCB DELIBERATION**

At this time, we would ask that the Complainant, Respondent, and their advisors (if any) leave the Student Conduct Board Hearing room so that the members of the Student Conduct Board may determine if the Respondent is responsible for any of the violations of the Student Code with which he/she has been charged.

After the determination regarding responsibility is made, you will be asked to return to this room. The Student Conduct Board will announce its decision regarding responsibility. If the Respondent is found not responsible concerning all charges, the Student Conduct Board Hearing will be adjourned. If the Respondent is found responsible concerning any charges, the Student Conduct Board will consider the following additional information related to sanctioning.

A. Character witnesses on behalf of the Respondent;

B. Any prior violations of the Student Code by the Respondent; and

C. Recommendations for sanctioning from the Complainant and the Respondent.

Once the Student Conduct Board has concluded its deliberations concerning responsibility on each alleged violation, the Complainant, and Respondent are called back into the Student Conduct Board Hearing.

17. **HEARING RESUMES – SHARING OF SCB DECISION (RESPONSIBLE/NOT RESPONSIBLE)**

18. **IF FOUND NOT RESPONSIBLE**

If the Respondent is found not responsible of all charges, the SCB Hearing will be concluded.

19. **IF FOUND RESPONSIBLE - CALLING OF CHARACTER WITNESSES**

If the Respondent is found responsible of any charge, character witnesses may be called by the Respondent.

He/she will be asked to share the nature of his/her acquaintance with the Respondent and comment on his/her character.

Student Conduct Board will further question the witness.

Respondent may ask questions to be directed to the witness.

Complainant may ask questions to be directed to the witness.
This process is repeated as necessary until each witness has been questioned.

Complainant may offer any comments to the SCB for consideration in the imposition of sanctions.

Respondent may offer any comments to the SCB for consideration in the imposition of sanctions.

20. **EXCUSING OF THE COMPLAINANT, RESPONDENT AND ADVISORS - SCB DELIBERATION OF SANCTIONS**
Complainant, Respondent, and their advisors leave the Student Conduct Board Hearing room so that the members of the Student Conduct Board may determine the sanctions to be recommended in the case.

21. **INTRODUCTION OF PRIOR VIOLATIONS OF STUDENT CODE**
Once the Respondent, Complainant and their advisor(s) have exited the room, the SCA will introduce any prior violations of the Student Code.

After the Student Conduct Administrator considers the Student Conduct Board’s sanctioning recommendations, and determines what sanctions to impose, the Respondent and Complainant have the opportunity to return to this room.

The decision regarding sanctions will be announced. You may choose not to attend the announcement of the sanctions. Regardless, the Respondent and Complainant (if a student) will receive written notification of the outcome of the Student Conduct Board Hearing.

22. **HEARING RESUMES – RECOMMENDED SANCTIONS BY SCB**
Once the Student Conduct Board has concluded its deliberations the Respondent and Complainant are called back into the Student Conduct Board Hearing.

Reading each of the sanctions imposed in the case.

23. **APPEALS**
The decision may be appealed within five (5) working days of receipt of written notification of the decision in this case. Appeals should be made in writing and delivered to the Student Conduct Administrator. Decisions of the Student Conduct Board and/or the Student Conduct Administrator may be appealed on the following grounds only:

   A. The original Student Conduct Board Hearing was not conducted fairly in light of the charges and information presented, and not in conformity with prescribed procedures giving the Complainant a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations.

   B. The decision reached in this case was not based on substantial information.

   C. The sanctions were not appropriate for the violation of the Student Code, which the Respondent was found to have committed.

   D. New information, sufficient to alter a decision, is now available which was not available to the person appealing at the time of the original Student Conduct Board Hearing. For more information, please refer to the Student Code which is published in the SU Student Handbook (www.simpsonu.edu/handbook).

24. **FINAL QUESTIONS**
One final opportunity for questions will be given.

25. **CONCLUSION OF HEARING**
An Advisor’s Relationship to the Student Conduct Administrator

1. PROFESSIONALISM & RESPECT
   a. While walking alongside and supporting students through what can be a difficult process, we often begin to empathize and sympathize with their position. Despite this reality, it is expected that advisors conduct themselves in a professional and respectful manner with the SCA throughout the entirety of discipline proceedings (i.e. pre-hearing preparations, hearing and board proceedings, sanctioning, etc). Please remember that we are corporately working towards the student’s development and there is no place for an adversarial relationship within this process.

2. TIME AND COMMUNICATION
   a. Appropriate ways to communicate with the SCA are in person or on the phone, rather than via email. Due to the fact that communication will likely involve highly sensitive issues or concerns, direct communication provides the opportunity for more a more complete exchange of information and increased understanding.
   b. Though communication is welcome and invited before, during and after the process, please understand that there are time limitations for the SCA on this case. Therefore, the SCA does not have the margin to have multiple meetings with advisors.
   c. There may be times where you may want to include a witness during times of communication with the SCA. There may also be times when the SCA may feel it’s appropriate to have a witness present. Both options are appropriate and acceptable. However, the witness will not be the Complainant, the Respondent or the victim.

3. OUTCOME
   a. Ultimately there may be decisions with which your advisee is not satisfied. Please understand that the student code allows for appeals. Please see the information below taken from pages 59-60 of the SU Student Handbook (www.simpsonu.edu/handbook).

   Appeals
   1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Respondent Students(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or her or his designee.
   2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
      a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and
giving the Respondent Student a reasonable opportunity to prepare and present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decision reached regarding the Respondent Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

3. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.