



OFFICE OF THE DEAN OF STUDENTS



## BOSTON COLLEGE

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### Procedure :

- a. **Written Notification:** In order to proceed (defined as a hearing, 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 individual, 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 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 of 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, all recorded from the effective date of the incident report(s) 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 individual parties and any appearing witness on all material relevant to the complainant and the hearing. 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 direct the questioning to the board member. All questioning will be conducted on the basis of the individual notification of the alleged violation or in appropriate. Witnesses are permitted to testify in order to the Hearing Board, may speak about how they feel about the case, 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 should provide information presented at the hearing on the points relevant to the complaint. The chairperson may give each party a few minutes to prepare the closing statement.
- f. **Additional Evidence or Witnesses** :