

Subject: Administrative and Judicial Board Hearings
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ADMINISTRATIVE AND JUDICIAL BOARD HEARINGS

Any member of the USCB community may initiate disciplinary proceedings with respect to alleged infractions of the General Code of Student Conduct. The complaint must be made in writing and submitted to the Vice Chancellor for Student Development, who, after investigating the matter, decides whether formal charges will be brought against the student organization(s) or student(s). Disciplinary proceedings are initiated by the issuance of formal written charges, if formal charges are decided upon, to the student or student organization by the Vice Chancellor for Student Development, who can at any time during the disciplinary proceedings decide to withdraw formal charges against a student or student organization.

The following is the protocol of rights, responsibilities and procedures to be used in assuring fundamental fairness in disciplinary proceedings involving one or more students or student organizations accused of an infraction of the General Student Conduct Regulations. Prior to a hearing, accused parties are entitled to:

a. A written notice of the charge(s) and an outline of accused parties' rights. In the event that additional charges are brought, a further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive their right to separate written notice of additional charges in order to reach a timely resolution of the matter.

b. Review all available information, documents, exhibits and a list of witnesses that may be asked to testify at the hearing. This is a continuing obligation of the complaining party and the Vice Chancellor for Student Development.

c. A confidential, closed pre-hearing, unless otherwise requested by the charged party(ies) at least three class days before the hearing. A request by the charged party(ies) for additional observers from the University community may be granted by the hearing authority, unless the presence of the observers is felt to detract from the conduct of a fair and orderly hearing.

d. Indicate a preference for an Administrative or University Judicial Board Hearing.

Administrative Hearing: An administrative hearing shall be conducted by the Vice Chancellor for Student Development.

Judicial Board Hearing: A Judicial Board hearing shall be conducted by the University Judicial Board. The Judicial Board will be appointed in August by the Vice Chancellor for Student Development and will consist of three faculty members plus one alternate and two student members plus one alternate. All board members shall serve for one year.

- e. Be assisted by an advisor or counsel of choice. The advisor, with the written permission of the charged student(s) or student organization(s) may:
1. Advise the accused party(ies) about the preparation and presentation of the case;
 2. Accompany the accused party(ies) to all judicial proceedings; and
 3. Have access to evidence, witness list, documents and exhibits relating to the case.