



OFFICE OF THE DEAN OF STUDENTS



## BOSTON COLLEGE

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#### Procedures:

- a. **Written Notification:** Involved parties (defined as a respondent, and if applicable, complainant) will be sent written notification of the hearing, indicating the alleged violations, type of board, time and location of the hearing, the name of other involved parties, and the names of the board members and witnesses.

If an involved party has a specific basis to believe that a board member should not be on the board due to a conflict of interest or bias, the party must notify the Office of the Dean of Students no later than two (2) business days before the hearing. If the Office of the Dean of Students determines that there is evidence of a conflict or bias, the board member in question will be excused, and another board member, if available, may be substituted. The decision of the Office of the Dean of Students is final.

- b. **Reading of Alleged Violations and Reports:** The chairperson will introduce the complaint by reading the alleged violations as have been provided to the respondent in the notice letter and, if appropriate, also read from or refer to the incident report(s) and other relevant materials.
- c. **Opening Statements:** Each involved party, starting with the complainant (if applicable), will have the opportunity to make a brief opening statement in response to the allegations and/or other relevant materials. Opening statements are not required.
- d. **Questions:** The board members may question involved parties and any appearing witnesses on all matters relevant to the complaint at any time during the hearing. Involved parties will be allowed to ask relevant questions of other hearing participants. All questions, however, must be directed to and through the chairperson, who reserves the right to determine that a question will be excluded on the basis that it is not relevant to the alleged violations or inappropriate. Witnesses, upon request of involved parties, or the Hearing Board, may speak about those facts to which they are a witness, and that are relevant to the complaint, and will answer any questions posed by the board and by involved parties.



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- e. **Closing Statements:** Involved parties can make a brief closing statement to the Hearing Board that responds to the information presented at the hearing or other points relevant to the complaint. The chairperson may give each party a few minutes to prepare these closing statements.
  
- f. **Additional Evidence or Witnesses:**