

Boston College
Office of the Dean for Student Development
Student Judicial System

Procedural Check List

- ___1. Present in room: Board members, accused, complainant(s), witness(es), and advisor(s).
- ___2. Introduce everyone, then briefly explain the purpose of the board and the procedures to be followed.
- ___3. Statement by the Chair relating to the veracity of testimony by all parties.
"It is the expectation of Boston College that all of the testimony that is going to be given this evening will be truthful. If, at some point in the future, that is discovered to not be the case, then the University will file appropriate, additional disciplinary charges against the individual."
- ___4. Statement by the Chair relating to confidentiality:
"All parties, including the accused student, the aggrieved party, and the hearing board, are required to respect the right of confidentiality of other participants. Any unauthorized disclosure of confidential information by participants to persons not involved in the hearing process as direct participants, advisors, or responsible administrators will be dealt with as a subsequent charge or as grounds for dismissal from the Board. ...Unless otherwise indicated by the Dean, Board results shared with a victim/complainant are confidential and should be treated as such."
- ___5. Witnesses asked to leave the room.
- ___6. Explain the role of advisor (if any present). Read directly from Student Guide.
- ___7. Challenging of board members by both parties.
- ___8. Chairperson reads formal charge(s).
- ___9. Complainant presents report and additional comments; board members question complainant.
- ___10. Accused responds; board members question accused.
- ___11. Accused and complainant given an opportunity to question each other via the Chairperson.
- ___12. Witness(es) for complainant (if any)
 - call into room one at a time and introduce
 - present statement on case
 - questioned by board members, accused, complainant
 - must leave room, and wait outside, when questioning completed
- ___13. Witness(es) for accused (if any) - (same procedure as above)
- ___14. Final statement of complainant.
- ___15. Final statement of accused
- ___16. All participants, except board, leave the room and wait while board deliberates. Individuals may be recalled for questioning but both complainant and accused must be present.
- ___17. Board deliberates. Determines finding based upon a preponderance of the evidence.
- ___18. If responsible, board determines sanctions to be recommended to the Dean.
- ___19. Finding Sheet completed and signed by all Board members and Chairperson.
- ___20. Board may inform accused and complainant of results at that time or advise that written notice will be sent within ten class days. The chairperson and board members should in no instance discuss or debate the results of the case with either party. All questions should be directed to ODSJ. If a finding of responsible is rendered, the Chairperson may read and explain the appeals process.

Case #

Date

Chairperson

NOTE: Boston College reserves the right to alter the above sequence as necessary.