

PRE-HEARING PREPARATIONS

1) Code of Student Conduct

- Review the Code of Student Conduct.
- Request a pre-hearing meeting to review the conduct process with CAB Hearing Advisor.
- Review the referral received by OSC.

2) Consider if you want an advisor

3) Provide Witnesses and Documentation

- Submit a written request for incident referral.
- Five (5) days prior to the hearing provide to the Office of Student Conduct any documents and/or witnesses (including witness statements) you would like to present at the hearing.
- The Office of Student Conduct shall send each party the documents and witness statements provided by the other party.
- Provide the Office of Student Conduct any documents and/or witnesses they would like to present in rebuttal to documents or witnesses the other party intends to offer.

HELPFUL HINTS

- Check your email regularly.
- Arrive on time.
- Prepare questions for all witnesses, including those whose statement conflicts with yours.
- Collect and submit any supporting documentation.
- If need be, request a recess.
- Speak clearly and remain calm.
- Ask questions.



Student Conduct

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CAB

COMMUNITY
ADJUDICATION
BOARD



WHAT IS THE COMMUNITY ADJUDICATION BOARD?

The Community Adjudication Board (CAB) is a student board that resolves alleged violations of the Code of Student Conduct.

CABs shall be composed of three (3) to five (5) undergraduate/graduate students selected and trained by the Office of Student Conduct. A list of students scheduled to serve on a specific CAB date can be requested in advance of the hearing. In addition, CAB students recuse themselves if they have knowledge of an incident. One CAB member shall serve as CAB Chair for that hearing.

The CAB retains the responsibility and the authority to:

- Resolve allegations of misconduct
- Determine whether a student is responsible for a violation of the Code of Student Conduct
- Recommend disciplinary and educational sanctions for responding students

The CAB hearing shall be recorded by the CAB; no other recording of the hearing is permitted.

ADVISORS

The complainant and respondent may be accompanied by one advisor. The advisor may consult with the student but may not speak on the party's behalf or serve as a witness.

A professional staff member will serve as the CAB Hearing Advisor and will attend the hearing to clarify information, ensure fairness, and maintain an orderly process.

10 STEPS OF A CAB HEARING

- 1) Introductions and review of basic expectations of all parties including acknowledging and signing the honesty statement
- 2) Respondent may enter plea: "responsible", "not responsible" or "no comment"
- 3) Both parties present a brief opening statement (3-5 minutes) addressing what will be presented including, but not limited to, an overview of the type of information/ documentation
- 4) Both parties describe what occurred, including the supporting information being presented
- 5) Designated time for all parties to ask relevant questions regarding what has been presented
- 6) The Chair will call witnesses based on submitted statements and all parties may ask relevant questions
- 7) Remaining questions may be answered
- 8) Both parties present a brief closing statement (3-5 minutes) summarizing their perspective and recommendation for findings
- 9) CAB deliberates on "responsible" or "not responsible" while parties wait in designated area
- 10) Notification of Decision
 - If not responsible, case is closed
 - If "responsible" provide sanction recommendation. What do you feel is appropriate? Provide specific examples of next steps

WITNESSES

A witness is a person who has relevant information about the incident.

- Each party may submit a typed list of witnesses
- Witnesses must submit a written statement in advance of the hearing
- The relevancy of witness information will be evaluated by the CAB Chair
- Character witnesses are not allowed in this process

A CAB hearing will not be delayed due to the unavailability of an advisor or witness.

PREPONDERANCE OF INFORMATION

The standard used to determine responsibility is 'preponderance of information'. This means that the alleged actions are "more likely than not" to have occurred.

SANCTIONS

If a student is found in violation of the Code of Student Conduct, sanction(s) may be assigned.

Sanctions include but are not limited to: warnings, reflective/research paper, housing or disciplinary probation, suspension, or the permanent separation from the university.

Each party should be prepared to provide a sanction recommendation if a student is found responsible for a violation.

APPEAL PROCESS

The Written appeal must be submitted online within five (5) business days from the date the hearing decision letter is sent. More details on the appeal process can be found online at: <https://studentconduct.gmu.edu/our-process/appeals/>