Conduct Committee Hearing Checklist

☐ Submit the Rights & Responsibilities and Responsibility forms to the Assistant Dean of Students

☐ Identify an adviser, if desired, and ask them if they are willing to act in that capacity
  - Notify the Assistant Dean of Students (ADOS) of their name

☐ Identify any witnesses you want to speak to the committee and ask them if they are willing to provide a statement and take questions. Please remember character witnesses are not allowed.
  - Notify the ADOS of their name(s)

☐ If you want to provide letters of support for the committee to consider if you are found responsible and before sanctioning, identify whom you would like to write them and ask.

☐ Write your opening statement. Remember the committee will only know what was in the report(s) and additional context will be up to you to provide.

☐ Draft some points you want to remember to say during your closing statement. Your closing statement should address information discussed during the hearing and it will be your last chance to address the committee before deliberation begins.

☐ Once you receive your committee packet, you will know who will be appearing as witnesses on either side. Prepare questions, if you have any, for them.

☐ Once you know the date and time of the hearing, communicate it to your adviser and witness(es)

☐ If you anticipate the hearing being difficult for you, work with a trusted friend or professional to develop a safety plan for yourself.

For a more detailed explanation, please consult the Lafayette College Student Handbook (pages 39 – 41).