

LAFAYETTE COLLEGE

Office of Student Conduct

Easton, Pennsylvania 18042 • TEL 610-330-5082 • FAX 610-330-5509 • www.lafayette.edu

Conduct Committee Hearing Checklist for Respondents

- Submit the Rights & Responsibilities and Responsibility forms to the Assistant Dean of Students (ADOS).
- Identify an adviser, if desired, and ask them if they are willing to act in that capacity.
 - Notify the Assistant Dean of Students of their name
- Identify any witnesses you want to speak to the panel and ask them if they are willing to provide a statement and take questions. Please remember character witnesses are not allowed.
 - Witnesses can participate remotely
 - Witnesses must be able to speak to the events in question
 - Notify the ADOS of their name(s) and the scope of their comments
- Submit any additional information, not already included in the report, that you want the panel to consider to the ADOS at least 24 hours before the hearing.
- Consider providing letters of support for the panel to read if you are found responsible and before sanctioning, identify whom you would like to write them and ask.
- Write your opening statement. Remember the panel will only know what was in the report(s) and additional context will be up to you to provide.
- Draft questions you want to ask the complainant.
- Once you receive your panel packet, you will know who will be appearing as witnesses on either side. Prepare questions, if you have any, for them.
- 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 panel before deliberation begins.
- 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).