



JUDICIAL BOARD of the COLLEGE – FORMAL HEARING DUE PROCESS HEARING – FORMAT: Exhibit I

Due Process - Formal Hearing Date: _____

Deadline for Formal Hearing Decision Date (within five college workdays): _____

Alleged Violation Report. Student Name: _____ Class: _____

Judicial Board of the College - Hearing Committee Members (HCM) are provided a packet of informal grade appeal documents along with one secret ballot per member. The Grade Appeal Hearing Committee Members shall consist of one student peer, one faculty member, and one program lead/department chair or division administrator. Each member shall vote by secret ballot. In order for the alleged violation to be overturned, all three (3) committee members must vote unanimously to reverse the decision made by the faculty member.

The Director of Student Wellness or designee shall preside over the meeting, explain the hearing procedure format, and maintain order during the meeting. The Director of Student Wellness will keep track of time to make sure the Due Process Format is followed and that the formal meeting is completed within 60 minutes or less. HCM deliberations may continue beyond this time frame for as long as the HCM determines is appropriate. If either the student or faculty member speaks inappropriately or unprofessionally during the Formal Hearing, then one warning will be given to either party. If two incidents occur during any time during the hearing, then the hearing will end at that time and the Grade Appeal Hearing Committee Members shall go into deliberations and make a final decision based on the information they have in hand.

Due Process Format:

- Student presents first for a maximum of 5 minutes uninterrupted.
- Faculty member presents second for a maximum of 5 minutes uninterrupted.
- Student witness (optional) may present in support of the student for up to 5 minutes uninterrupted.
- Faculty member witness (optional) may present in support of the faculty for up to 5 minutes uninterrupted.
- Student may ask any clarifying questions of faculty member for up to a maximum of 5 minutes.
- Faculty member may ask any clarifying questions of student for up to a maximum of 5 minutes.
- Hearing Committee Members may ask any clarifying questions of either the student or faculty member for up to 15 minutes total (optional) with 5 minutes allotted for each Hearing Committee Member.
- Upon completion of the presentations and clarifying questions, then the student, faculty member, and Director of Student Wellness (or designee) will leave the room and the Hearing Committee Members will meet for deliberations.
- The Hearing Committee Members shall return all documentation provided to them, along with their respective secret ballot to the Director of Student Wellness (or designee) on or before the agreed upon deadline noted above. All documentation and ballots will be returned to the Director of Student Wellness for record storage.
- The student and faculty member shall be notified in writing by the Director of Student Wellness (or designee) within five (5) College workdays after the final decision is made by the Judicial Board of the College. The student

and faculty member will receive an email or other written correspondence notifying them of the decision. The decision is final and may only be altered by the President of the College.