



AUGUSTA UNIVERSITY  
**COLLEGE OF ALLIED  
HEALTH SCIENCES**

**College of Allied Health Sciences Faculty Council  
CAHS Review Body Hearing Script**

**Hearing Introduction**

Today is \_\_\_\_\_ (*day of the week*), \_\_\_\_\_ (*month, day, year*), and this is an appeal hearing before the College of Allied Health Sciences Review Body.

My name is \_\_\_\_\_ and I am serving as chair of the CAHS Review Body. This is \_\_\_\_\_ and \_\_\_\_\_ who are also members of CAHS Review Body. This hearing is being held in room \_\_\_\_\_ of the \_\_\_\_\_ building and an audio recording is being made.

Members of the Student Review Body will now state their names, faculty rank, and respective departments for the record.

**Appointment Authority**

We have been appointed in accordance with the College of Allied Health Sciences Faculty Council policies and procedures to hear an appeal by \_\_\_\_\_ (*name of student*).

\_\_\_\_\_ (*name of student*) is appealing an **academic sanction** which resulted in a recommendation from the Department of \_\_\_\_\_ to the Dean for \_\_\_\_\_ (*academic dismissal, academic suspension, or alternate curriculum*).

**OR**

\_\_\_\_\_ (*name of student*) is presenting a **grievance** against \_\_\_\_\_ in the Department of \_\_\_\_\_ for perceived infringement on their right to \_\_\_\_\_ (*state student's rationale for grievance response*).

The student will now state their name for the record.

The Department of \_\_\_\_\_ is being represented here today by \_\_\_\_\_ (*name of department representative*).

The Department representative will now state their name, faculty rank or status, and title for the record.

## Privacy Notice

The CAHS Review Body and all present today are reminded that the record of this proceeding will constitute a portion of the record of this student's enrollment at Georgia Regents University and as such is considered private and confidential. Under federal law, no portion of this student's record can be released to any individual or party outside of the institution without the student's written permission, so it is imperative that you do not discuss this matter outside of this hearing, except in response to inquiries from AU officials acting within the scope of their responsibilities.

## Duties of the CAHS-RB Review Body

It is the function of this CAHS Review Body to hear and review all pertinent facts of this case, giving both parties the opportunity to present their respective side of the issues involved. No decisions will be made today. Rather, the members of the CAHS Review Body will review the proceedings of this hearing and submit a written recommendation to the Dean. The Dean will communicate this final decision to the student within five (5) working days after the hearing date.

Each party will be allowed to present documents and testimony of witnesses if so desired. I will authorize the introduction of any evidence into the record, which may be of probative value to the CAHS Review Body in determining the issues involved. The CAHS Review Body findings will be based entirely on the hearing proceedings.

\_\_\_\_\_ (*Name of student*), the burden of proof is on you to sustain your allegations by appropriate evidence and \_\_\_\_\_ (*name of department representative*) will have the opportunity to respond.

## Committee in Session

The committee is now in session for the hearing of this case.

## Affirmation by Notary Public

*(All persons who expect to testify should stand for the affirmation and raise their right hand. The Notary Public administers the affirmation to all simultaneously.)*

*Affirmation:*

Do you solemnly affirm under the penalties of perjury that the information contained in this document or statement is the truth?

*(The affirmation-taker must respond by saying YES, I DO or I WILL.)*

**Dismissal of Witnesses**

All witnesses, except the parties, should leave the room at this time until called to testify.

**Student’s Assistant**

\_\_\_\_\_, I understand that you are being supported at this hearing today by \_\_\_\_\_.

**Reading of the Appeal**

The appeal which you have presented to the CAHS Review Body reads *(CAHS-RB Chair reads appeal letter)*. Please confirm that this information is correct as read.

**OR**

*(If the student’s letter of appeal has been distributed to members of the CAHS Review Body in advance, have the student confirm that the materials in the hands of the review body members is the appeal document and have the document entered into the record as Exhibit A. This will prevent the reading of lengthy letters.)*

We will now begin the examination of the case.

**Testimony of Student and Student Witnesses**

\_\_\_\_\_ *(Name of student)*, you may present a brief opening statement. Thereafter, please proceed to present evidence in support of your case. Any evidence that will assist the review body in reaching a decision should be admitted into the record at this time. Please show your documents to \_\_\_\_\_ *(name of department representative)* before submitting as evidence. If you have witnesses, you may call them at the appropriate time and question them.

*(Allow student to present their case. If the student calls a witness, allow department representative to cross-examine each witness before excusing them from the room. CAHS Review Body members may also question witnesses.)*

**Cross-Examination by Department Representative**

\_\_\_\_\_ *(Name of department representative)*, if you have questions for the student, you may ask them now.

### **Cross-Examination by CAHS-RB Review Body Members**

CAHS Review Body members, you may now ask questions of the student.  
*(Allow members to ask questions).*

Does the CAHS Review Body have any more questions for the student?

### **Testimony of Department Representative**

\_\_\_\_\_ *(Name of department representative)*, you may present a brief opening statement. Thereafter, please proceed to present evidence in support of your case. Please show your documents to the student before submitting as evidence. If you have witnesses, you may call them at the appropriate time and question them.

*(Allow department representative to present the department's case. If the department representative calls a witness, allow the student to cross-examine the witness before excusing them from the room. CAHS Review Body members may also question witnesses).*

### **Cross-Examination by Student**

\_\_\_\_\_ *(Name of student)*, if you have questions for the department representative, you may ask them now.

### **Cross-Examination by CAHS Review Body Members**

CAHS Review Body members may now ask questions of the department representative.  
*(Allow members to ask questions).*

Does the CAHS Review Body have any more questions for the department representative?

### **Student's Closing Statement**

\_\_\_\_\_ *(Name of student)*, you may present your closing statement.

### **Department Representative Closing Statement**

\_\_\_\_\_ *(Name of department representative)*, you may present your closing statement.

## **Student's Rebuttal**

\_\_\_\_\_ (*Name of student*), do you wish to rebut the closing statement presented by the department?

## **Adjournment**

The CAHS Review Body will submit its written findings and recommendations to the Dean within three (3) working days of the hearing.

Within two (2) working days of receiving the CAHS Review Body's recommendation, the Dean will notify the student and department chair of their final decision.

Thereafter, the student will have five (5) working days to appeal the Dean's final decision to the AU President.

The record is now closed, and no further evidence will be received. No other type of contact should be made with the CAHS Review Body members or the Dean by either party during deliberation.

The hearing is now adjourned and the CAHS Review Body will deliberate in a closed session. All others may be dismissed.