

## Remote University Conduct Board Procedures Witnesses

### Pre-Hearing Instructions:

- Please ensure you will be in a private space free from interruptions in order to keep this hearing confidential.
- You will need a computer with internet access, a headset or ear buds with a microphone, and a webcam. If your device has built in camera/speaker/microphones, these items will suffice.
  - If you do not have a computer available to you, a smart phone or tablet will also work, using the Zoom app.
  - Be sure your device is fully charged and have a charger at the ready (if using a laptop, smart phone, or tablet).
  - It is a good idea to have a back-up device in case your main device encounters an issue during the hearing.

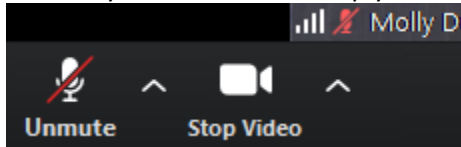
### Hearing Instructions:

- You will receive a secure Zoom link and password for this hearing in advance via email, with a specified time to join as a Witness.

When you join, you will be placed in a waiting room and will be admitted to the hearing as soon as possible. The waiting room process allows us to ensure that only those individuals authorized to participate may have access to the meeting room. We will do our best to stick to our timeline as much as possible and appreciate your patience with us if we are running a few minutes behind.

*Please note: when you are admitted from the waiting room, it may take a second and may look like you've been kicked off Zoom but you will be placed into the meeting shortly. Additionally, we may send you a message while you are in the waiting room. It will not appear with a name (it may say the message is from "null") but it will be from Molly or Jean.*

- Turn on your camera but keep your microphone muted when you are not talking.



- When the hearing begins, we may ask that you show us your space. This is so that we can best ensure only those who are party to the hearing as outlined in section 3.6.2 of the student handbook are present.
- You will first be asked questions by the University Conduct Board (UCB), followed by the reporting party and the responding party. When all questions have been answered, you will be dismissed and asked to leave the meeting.
- What to do when...
  - You have a question for Molly and Jean: please use the chat feature to chat with Molly and Jean – be sure to include BOTH of us so that we make sure your question is answered.
  - Something happens to your connection/video/mic/etc.: Call Molly ASAP so that we may troubleshoot.  
**Molly can be reached at 513-745-1941.**