

\*\*\*Note: These documents, pieces of evidence, and the hypothetical scenario(s) are used for the specific purpose of University Conduct Board training. This is not an actual Student Conduct Incident Referral.\*\*\*



# Mock Formal Hearing Cover Sheet

Student Conduct and Community Standards

## Mock Formal Hearing Information

**Case Number:** 123

**Referred Student:** Wendy Warrior

**Referred Student ID Number:** 456789

**Mock Hearing Type:** University Conduct Board

**Mock Hearing Officers:** UCB Members Registered for Mock Formal Hearing

**Alternate(s):** UCB Members Registered for Mock Formal Hearing

**Mock Formal Hearing Date:** Friday, February 10, 2023

**Mock Formal Hearing Time:** 1:00pm

**Mock Formal Hearing Location:** Student Conduct and Community Standards

## Alleged Violations of Community Standards for Mock Formal Hearing

**Date of Alleged Violation:** Saturday, January 21, 2023

- **Misuse of Alcohol – c:** Possession or consumption of alcoholic beverages by persons not of legal age.
- **Misuse of Property:** Deliberate destruction damaging public or private property. The unauthorized access or entry into University property, buildings, structures, facilities, residence facilities or property of any member of the University community.

## Information Provided

- Incident Referral #123 (From Resident Advisor)
- Incident Referral #123-1 (From University Police)
- Picture of Identification Card (Attachment for IR# 123-1)
- Email from Residence Life with Damage Billing Estimate

**\* DO NOT REMOVE THIS FORM FROM THE FORMAL HEARING ROOM \***

*The Office of Student Conduct and Community Standards is committed to providing reasonable accommodations for disabilities. If you require accommodations in order to fully participate in this process, please notify us at (570) 422-3461 a minimum of five (5) working days prior to your meeting.*

## Participant List for University

**Case Number:** 123

**Referred Student:** Wendy Warrior

**Advisor for the Referred Student:** Not Applicable

Participated	Name	Student – Faculty – Staff – Other	Status/Relationship to Referred Student
	Rachel Rivera	Student	Reporting Party & Resident Advisor
	Paul Parker	Staff	Reporting Party & University Police Officer
<i>Not Able to Attend</i>	John James	Other – EMS Staff	Witness
<i>Not Able to Attend</i>	Jamie Jones	Other – EMS Staff	Witness

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## Witness List for the Referred Student

**Case Number:** 123

**Referred Student:** Wendy Warrior

Please print the name(s) and relationships of any witness(es) you will be bringing to your Formal Hearing. If you have questions please contact Student Conduct and Community Standards.

Witness Name	Status/Relationship to Referred Student
n/a	n/a

Witnesses should arrive 10 minutes early for the Formal Hearing. The Office of Student Conduct and Community Standards is located in the back lower level of Sycamore Suites Building.

If you have any questions, you may contact the Office of Student Conduct and Community Standards at (570) 422-3461.

**\* PLEASE RETURN THIS FORM TO THE OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS PRIOR TO YOUR FORMAL HEARING \***

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## Referral #123 Submitted through Guardian

Incident Referral Category	Information Submitted for the (Sample) Incident Referral
<b>IR #:</b>	123
<b>Reported by:</b>	Rachel Rivera (Resident Advisor)
<b>Reported Date and Time:</b>	Submitted on February 13, 2022 at 12:36am
<b>Incident Type:</b>	Student Conduct Incident Referral
<b>Date &amp; Time Info:</b>	February 12, 2022 at 10:15pm
<b>Location Info:</b>	On-Campus
<b>Building:</b>	Hemlock Suites
<b>Building Room Number:</b>	First Floor Lounge (Room #001)
<b>ESU Police Contacted:</b>	Yes
<b>EMS Contacted/On Scene:</b>	Yes
<b>Involved Parties:</b>	<ul style="list-style-type: none"> <li>▪ Wendy Warrior (Referred Student)</li> <li>▪ Rachel Rivera (Resident Advisor &amp; Reporting Party)</li> <li>▪ Paul Parker (University Police Officer &amp; Witness)</li> <li>▪ 2 EMS Staff Members – names unknown (Witnesses)</li> </ul>
<b>Incident Details:</b>	<p>On Saturday, February 12, 2022 at approximately 10:00pm Resident Advisor (RA) Rivera began to complete rounds in Hemlock Suites. At approximately 10:15pm RA Rivera walked into the 1st floor lounge and saw a student leaning across a table.</p> <p>RA Rivera approached the student and asked if she was okay. The student nodded yes without moving off of the table. RA Rivera did not recognize the student so she asked for her name. She responded with “Wendy” and turned over on the table. RA Rivera asked again, “Are you sure you’re okay? It looks like you are tired.” Wendy responded with “I’m fine, leave me alone.” and kept saying that she was fine.</p>

Incident Referral Category	Information Submitted for the (Sample) Incident Referral
<p><b>Incident Details (Continued):</b></p>	<p>RA Rivera had a difficult time understanding Wendy because Wendy’s speech was slurred. RA Rivera called University Police at 10:23pm because she was concerned for Wendy’s well-being.</p> <p>Officer Parker arrived to the lounge at 10:30pm and took over the situation. RA Rivera stayed nearby and mostly observed during this portion of the incident.</p> <p>Around 10:50pm, the RA Rivera saw Wendy move from the table she was sitting on over to a nearby lounge chair. RA Rivera saw Wendy try to stand up and walk away, but she into a support column in the middle of the room. It looked like Wendy bumped the right side of her body. Wendy immediately sat down on the floor and started complaining that her arm hurt. Officer Parker called for an EMS response since Wendy was crying and talking about her arm hurting.</p> <p>While waiting for EMS to arrive RA Rivera noticed that there was a large dent in the column that wasn’t there earlier. RA Rivera submitted a work order for the facilities team to repair the damage.</p>
<p><b>Files Attached:</b></p>	<p>Not Applicable</p>

## Referral #123-1 Submitted through Guardian

Incident Referral Category	Information Submitted for the (Sample) Incident Referral
<b>IR #:</b>	123-1
<b>Reported by:</b>	Paul Parker (University Police Officer)
<b>Reported Date and Time:</b>	Submitted on February 14, 2022 at 9:40am
<b>Incident Type:</b>	Student Conduct Incident Referral
<b>Date &amp; Time Info:</b>	February 12, 2022 at 10:25pm
<b>Location Info:</b>	On-Campus
<b>Building:</b>	Hemlock Suites
<b>Building Room Number:</b>	First Floor Lounge (Room #001)
<b>ESU Police Contacted:</b>	Yes
<b>EMS Contacted/On Scene:</b>	Yes
<b>Involved Parties:</b>	<ul style="list-style-type: none"> <li>▪ Paul Parker (University Police Officer &amp; Reporting Party)</li> <li>▪ Wendy Warrior (Referred Student)</li> <li>▪ Rachel Rivera (Resident Advisor &amp; Witness)</li> <li>▪ John James (Witness &amp; EMS Staff Member)</li> <li>▪ Jamie Jones (Witness &amp; EMS Staff Member)</li> </ul>
<b>Incident Details:</b>	<p>Referral to Student Conduct and Community Standards– Alcohol Related Incident from Saturday, February 12, 2022</p> <p>At 10:23pm Resident Advisor (RA) Rivera requested assistance to Hemlock Suites First Floor Lounge. RA Rivera reported that there was an unknown female laying on a table displaying signs of intoxication. This Officer arrived on scene at 10:29pm and found RA Rivera with the female student (later identified as Wendy Warrior, 20-years-old) sitting at a table on the right wall of the lounge.</p> <p>Wendy Warrior (Referred Student) was laying on her stomach on top of the table. Referred Student appeared to be humming a song. This Officer asked questions to determine the Referred Student’s name, age, and assess their level of alertness.</p>

Incident Referral Category	Information Submitted for the (Sample) Incident Referral
<p><b>Incident Details (Continued):</b></p>	<p>Referred Student verbally provided their name (Wendy Warrior), stated that they are 20-years-old, and stated that they live in Laurel Hall. Referred Student displayed multiple signs of intoxication including slurred speech, glassy eyes, and there was an odor of alcohol emanating from their person.</p> <p>This Officer asked Referred Student for an identification card. Referred Student provided a Driver’s License from another state with a name of Wendy Warrior and a Date of Birth listed as January 1, 2000. This Officer asked if the student had any other identification. Referred Student provided a PA License with correct Date of Birth (January 1, 2002) and ESU ID Card with accurate information. This Officer photographed the fraudulent identification card.</p> <p>This Officer began explaining the process of a citation. Referred student admitted to using the false identification card to gain entry to a local nightclub. As this Officer was issuing a citation, the Referred Student stood up and walked toward the lounge doors. The Officer heard the student say “You can keep my ID card, I’ll just get another one”. Referred student’s head was turned to their left-shoulder. This Officer saw the student walk into the column in the middle of the lounge. Referred Student fell to the floor and began holding her right arm. Referred Student yelled, “Ow, my arm!” and began to hold their right arm close to their stomach.</p> <p>This Officer called for EMS response at 10:52pm to assess the Referred Student’s arm. EMS arrived on scene at 11:00pm. EMS provided verbal instructions to the Referred Student to follow up on Monday if her arm was still sore. EMS medically cleared the Referred Student at 11:15pm. This Officer walked the Referred student back to their room in Laurel Hall, arriving at Laurel Hall at 11:20pm.</p> <p>End of Incident. Citation #123-456 issued for the Referred Student.</p>
<p><b>Files Attached:</b></p>	<p>Picture #1001 – Identification Card</p>

**Referral #123-1 Attachment #1 – Picture #1001 (Identification Card)**

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**Student Conduct Case Attachment #2 – Email from Residence Life with  
Damage Billing Estimate**

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## Referral Attachment #1 – Picture #1001 (Identification Cards)

Identification Card collected from Referred Student

Submitted by Officer Parker – January 30, 2023 at 9:40am



*Image made available through Bing Creative Commons (2022)  
Image Modified to align with Mock Formal Hearing Information*

## Student Conduct Case Attachment #2 – Email from Residence Life with Damage Billing Estimate

*Date:* February 6, 2023

*Time:* 2:45pm

*Email Subject:* Estimate for Damage Billing

Hello Student Conduct and Community Standards,

Per your request, here is the estimated cost of the damage to Support Column #10 in Hemlock Suites, First Floor Lounge (room #001).

Category	Description	Cost
Column Repair	Replace 4" section of drywall (Completed on 2/1/2023). Repaint column (Completed on 2/3/2023)	\$50.00
Cleaning	General Custodial Cleaning. Cleaned dust off the floor around the support column. Removed large chunks of broken drywall.	\$15.00

Total cost would be:

For you information, general labor costs are included below:

- General Labor: \$35.00 per hour
- Cleaning: \$30.00 per hour

Please contact Residence Life with any questions. Thank you.

Sincerely,

Residence Life – Facilities Operations Liaison