

## Student Conduct Informational Meeting Checklist

### Student Contact Information

Date: _____	Resolution Officer: _____
Name: _____	UFID: _____
UF E-mail: _____	Phone: _____

### Student Rights & Responsibilities

#### I have the right to...

- review the *Student Conduct Code* and Student Conduct & Conflict Resolution (SCCR) policies and procedures, which are available online at <http://dso.ufl.edu/sccr>.
- ask any questions and to have them answered by a member of the SCCR staff.
- expect confidentiality to the extent permitted by the *Family Educational Rights and Privacy Act (FERPA)* and to waive that confidentiality in writing if I choose. (Please be advised that pursuant to FERPA exceptions, some confidential information may be disclosed without consent, e.g. in health or safety emergencies.)
- have an advisor and/or support person present with me during any meetings with SCCR. An advisor and support person can be any individual who was not directly involved in the incident, including but not limited to, a parent, friend, lawyer, faculty member, or Student Honor Code Administration Member. The role of the advisor is to provide advice during the student conduct process, while the role of the support person is to provide support and comfort. The advisor and the support person may not speak for you, or address the committee, hearing officer, or any witness.
- decline to answer questions or provide a statement during a SCCR resolution meeting. I understand that any statements I make may become part of my case file. I also understand that what I say could be used against me if I have a pending criminal case; however, the likelihood of this information being subpoenaed is extremely low.
- postpone my hearing up to 30 University business days if I have a pending legal case resulting from the same incident.
- review the contents of my file by scheduling an appointment with a SCCR staff member.
- appeal the decision **one** time within the University process.

#### I understand that...

- I must submit all information and/or a list of witnesses, if any, for my resolution to SCCR by 5:00 p.m. eight (8) University business days prior to the scheduled hearing. No new information or witnesses will be accepted after that deadline. Character witnesses are not able to present information during a hearing, but they may submit a written statement.
- the SCCR staff will review any submitted information and the list of witnesses for relevance and will inform me if any of the information or witnesses are being disallowed for the hearing and the rationale for that decision.
- if I fail to appear for my scheduled hearing, the hearing will be conducted in my absence, and a decision will be made based on the information that is available at the time of the hearing. I will receive a letter informing me of the decision and subsequent sanction(s) if applicable.
- SCCR will communicate important, time-sensitive information with me via my @ufl.edu e-mail address and/or via telephone. It is my responsibility to respond to SCCR correspondence in a timely manner and to inform SCCR of any changes to my contact information.

- the reporting party may review any information I have submitted for inclusion in the case file prior to the hearing.

### Review of Complaint and Charges

- I have had the opportunity to review the contents of my case file.
  - I understand the alleged student conduct charges in my case.
  - I **accept responsibility** for violating the following section(s) of the *University of Florida Student Conduct Code*.
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- I **do not accept responsibility** for violating the following section(s) of the *University of Florida Student Conduct Code*.
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### Resolution Options

\_\_\_\_\_ **Pre-Selected by SCCR Staff**      \_\_\_\_\_ **Selected by Student**

#### \_\_\_\_\_ **Administrative Review**

- The SCCR Resolution Officer may contact other individuals who have knowledge about the incident which is the basis of the student conduct charges, and I understand that I waive my right to question and/or hear the statements of any witnesses.
- I understand that I waive my right to present information (other than my own statements) or witnesses on my behalf.
- I elect to participate in an Administrative Review immediately following my Informational Meeting.
- I elect to participate in an Administrative Review to be scheduled for a later date and time.

#### \_\_\_\_\_ **Administrative Hearing with an Individual Resolution Officer**

- I understand that an Administrative Hearing involves the presentation of information by witnesses, and I will have the opportunity to question each witness.
- I understand that I am also given the opportunity to present information on my behalf, including calling witnesses who have information directly related to the charges.
- I understand that Administrative Hearings are audio recorded for appeal purposes.

#### \_\_\_\_\_ **Administrative Hearing with the Student Conduct Committee**

- I understand that the Student Conduct Committee is comprised of 5-7 student, faculty, and/or staff panel members. A minimum of one-half of the panel will be comprised of students.
- I understand that an Administrative Hearing involves the presentation of information by witnesses, and I will have the opportunity to question each witness.
- I understand that I am also given the opportunity to present information on my behalf, including calling witnesses who have information directly related to the charges.
- I understand that the Student Conduct Committee will make a recommendation to the Dean of Students and the Dean has the option to either uphold or modify the Committee's recommendation resulting in the decision in my case.
- I understand that Administrative Hearings are audio recorded for appeal purposes.

**I have reviewed this form in its entirety with a SCCR Resolution Officer, and I understand my rights, responsibilities, and resolution options in relation to my student conduct case**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date