

## Student Conduct Informational Meeting Checklist

### Student Organization Representative Contact Information

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

### Student Organization 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.
- 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 student organization's case file. I also understand that what I say could be used against my organization if we have a pending criminal case; however, the likelihood of this information being subpoenaed is extremely low.
- postpone my organization's hearing up to 30 University business days if there is a pending legal case resulting from the same incident.
- review the contents of my organization's file at another time 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 organization's 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 organization's 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 organization's case file.
  - I understand the alleged student conduct charges in my organization's case.
  - On behalf of my organization, I **accept responsibility** for violating the following section(s) of the *University of Florida Student Conduct Code*.
- 

- On behalf of my organization, I **do not accept responsibility** for violating the following section(s) of the *University of Florida Student Conduct Code*.
- 

## Resolution Options

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

### \_\_\_\_\_ **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 organization's 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 the Greek Conduct Committee**

- I understand that the Greek Conduct Committee is comprised of the following members:
  - ✓ The Executive Vice President of the council in which your chapter holds membership
  - ✓ 3 students from the council in which your chapter holds membership
  - ✓ 2 students representing two of the remaining three councils
  - ✓ 1 faculty/staff member
- I understand that GCC hearings have been a challenge to schedule with the representation that is described above, and in support of the Greek community's self-governance philosophy, SCCR will reschedule a GCC hearing **only once** due to a lack of member representation as stated above. If an attempt to reschedule the hearing is made and the correct number of GCC representatives is not met again, the hearing will still proceed.
- I understand that an Administrative Hearing involves the presentation of information by witnesses, and I will have the opportunity to question each witness on behalf of my organization.
- I understand that I am also given the opportunity to present information on behalf of my organization, including calling witnesses who have information directly related to the charges.
- I understand that the Greek 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 organization's 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