



Conduct Information Session

I. **Presentation of Rights & Responsibilities**

Students assigned with alleged violations of the Florida State University *Student Conduct Code* have the right to:

Notice: Notice is considered given to a student when it is sent to the student's official University email address, is hand-delivered to the student or current residence, or upon the University's receipt of a certified mail return receipt when communication is sent to the local address on file with the Office of the University Registrar or to the permanent address on file if a local address has not been provided.

Opportunity to be Heard: A Hearing is an informal or formal proceeding, conducted by a Hearing body in accordance with the Code, following which determinations of "responsible" or "not responsible" are made with regard to alleged Code violations and outcomes are assigned as appropriate.

Student Conduct Procedural Standards

The following procedural standards are afforded to involved individuals (both respondents and complainants):

- Individuals will be notified of the Hearing Time, Location, and the Hearing body. The University may pre-determine a Hearing body or Hearing type. Any objection to the process, including but not limited to, the hearing date, time location, resolution type, hearing body, or hearing documents by an involved individual must be received in writing, along with any supporting documentation, by the deadline designated by the Student Conduct Authority.
 - Student availability is determined based on academic schedules and requirements. Absent exigent circumstances, personal matters, employment schedules, and advisor availability are **not** considered valid reasons to reschedule.
- Hearings are facilitated in private. Admission of persons other than the involved individuals, their advisors, and University General Counsel is at the discretion of the Student Conduct Authority.
- Individuals will be able to respond to any information considered by the Hearing officer, and, if applicable, any submitted impact statements. If there was a formal investigation for the case, only additional information that was not reasonably available during the investigation will be considered.
- Individuals may decline to provide information or answers to questions posed at a Hearing. However, in this instance, participants are waiving their right to provide this information, and a determination regarding responsibility will be reached using the information provided during the Hearing.
- Individuals may be accompanied by an advisor of their choice. If an advisor is to be present, the participant must notify the Student Conduct Authority no less than three business days prior to the meeting by submitting the Advisor Form (https://cm.maxient.com/reportingform.php?FloridaStateUniv&layout_id=9) online. Advisor participation must comply with the FSU Rules of Decorum (<https://sccs.fsu.edu/conduct-process/rules-of-decorum>)
- Individuals may request and propose questions for witnesses. In a Formal Hearing, respondents and complainants must provide the identity and contact information for all witnesses to be invited to the Student Conduct Authority at the information session. The Student Conduct Authority may designate an alternative date by which all requested witnesses must be submitted. These witnesses will be invited by the Student Conduct Authority.
- Complainants and Respondents may submit an impact statement by the deadline designated by the appropriate Student Conduct Authority. Impact statements are considered an element of the Hearing record and accessible for review by the hearing body if there is a finding of responsibility. If applicable, the complainant and respondent may review received impact statements and provide one response within a reasonable time and by such method as determined by the Student Conduct Authority.
- Individuals will receive a decision letter regarding the findings and any applicable outcomes to their FSU email account. Findings of responsibility are made based on a preponderance of the information.
- Information regarding the appeal process can be found in the Florida State University Student Conduct Code <https://sccs.fsu.edu/conduct-codes>.

Failure to Participate

Should either involved individual fail to participate in the process they waive the following rights:

- The ability to present information on their behalf.
- The ability to question witnesses.
- The ability to respond to information presented at the Hearing.

II. Presentation of Alleged Violation(s)**III. Review of Documentation****IV. Selection of Resolution Method**

Conduct cases are resolved through many methods. The Student Conduct Authority has the discretion to determine which methods of resolution are available for each incident based off a review of the conduct history of the respondent and the alleged violations. A Hearing is a resolution method in which the respondent, and complainant when applicable, have the opportunity to provide information about the facts of the case. A Hearing is used when the respondent does not accept responsibility for the alleged violations and/or one of the involved individuals decide not to continue with an Alternative Resolution or No Contest Resolution. All students are entitled to a Hearing conducted by a committee or panel. This right can be waived if requested by the student and if permitted by FSU by choosing Alternative Resolution, No Contest Resolution, or a Single Administrator Hearing.

Alternative Resolutions

_____ A voluntary process allowing the respondent to accept responsibility for their behavior when there is a complainant and both parties voluntarily agree to resolve the matter without a Hearing. In some cases, the University may be the complainant. Once an agreement is met, failure to comply with the reached agreement may result in student conduct action for the respondent. An individual participating in an alternative resolution may withdraw from the alternative resolution process at any point up until an alternative resolution agreement is signed by both involved individuals. This resolution results in no student conduct record, however, the alternative resolution may be considered as an aggravating factor in future cases. Individuals who choose this option waive their right to an appeal.

Same Day Resolutions

_____ **No Contest Resolution.** A respondent may elect to resolve an outstanding violation(s) through a No Contest Resolution in lieu of a Hearing. The responding student agrees to accept responsibility for the alleged violations, the outcomes selected by the assigned administrator, and the deadline for those outcomes. This resolution appears on the student's conduct record as a finding of responsibility. Individuals who choose this option waive their right to an appeal.

_____ **Single Administrator Hearing.** This a Hearing conducted by a single administrator at the institution.

Waivers:

_____ **By choosing one of the above resolution methods, I waive my right to:**

- A disciplinary panel Hearing, where at least one-half of membership is comprised of students
- Question witnesses that attend the hearing.
- The allotted 5 business days to review all known exculpatory and inculpatory information
- The allotted 7 business days for notice of the Hearing
- The right to object to the process, record, Hearing, or Hearing Body

Hearing After 7 Business Days

_____ **Single Administrator Hearing.** This a Hearing conducted by a single administrator at the institution. By choosing this option, students waive their right to a disciplinary panel, where at least one-half of membership is comprised of students.

_____ **Committee or Panel Hearing.** This is a Hearing conducted by a group, including currently enrolled students, selected and trained to adjudicate student conduct cases for students. This can be a residential conduct board, student conduct board, or administrative panel as defined in the FSU Student Conduct Code.

V. Acknowledging Statement

The alleged violation(s) have been explained to me and I understand them. I have reviewed the documents related to my case. I have also been advised of my rights under rules and regulations of Florida State University, including my right to a disciplinary proceeding conducted by a committee or panel. I have selected the above resolution method. I recognize that a complete explanation of these policies and student conduct procedures can be found in the Student Conduct Code and the Guide to Residence Living. I understand that if I fail to appear at a scheduled Hearing time, the Hearing may be conducted in my absence.

Student Name (Printed)

Student Signature

Date

University Administrator Name (Printed)

University Administrator Signature

Date