



FLORIDA STATE UNIVERSITY

DIVISION OF STUDENT AFFAIRS

University Housing

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.

Hearing: The term "hearing" means 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 Process Rights

The following are rights afforded to involved parties (both responding students and affected/reporting individuals):

- Parties will be notified of the hearing and the hearing body. University Housing may pre-determine a hearing body or hearing type. Any objection to the process, hearing, or hearing body by an involved party must be received by the Student Conduct Authority in writing at least three business days prior to the hearing.
- Hearings are facilitated in private. Admission of individuals other than the involved parties, their advisors, and University General Counsel is at the discretion of the Student Conduct Authority.
- Parties 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.
- Parties 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 decision of responsibility will be reached using the information provided during the hearing.
- Parties may be accompanied by an advisor of their choice, so long as their service in an advisory capacity would not unreasonably conflict with the fair administration of the conduct process and the selected individual is not serving in another capacity. The advisor may not participate on behalf of the party. If an advisor is to be present, the student must notify the Student Conduct Authority no less than three business days prior to the hearing by submitting the [Advisor Form](#) online.
- Student availability is determined based on academic schedules and requirements. Parties may submit a written request to reschedule a hearing or meeting due to valid conflicts with the date or time of the hearing. Requests to reschedule will be evaluated at the discretion of the Student Conduct Authority or designee, and should be received a reasonable amount of time prior to the start of the hearing. Absent exigent circumstances, personal matters, employment schedules, and advisor availability are **not** considered valid reasons to reschedule.
- Parties may request and propose questions for witnesses. In a Formal Hearing, responding students and affected/reporting individuals 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.
- Affected/reporting individuals and responding students may submit an impact statement to the appropriate Student Conduct Authority three business days prior to the formal hearing. Impact statements are considered an element of the hearing record and accessible for review by an affected/reporting individual and responding student in the event there is a finding of responsibility. If applicable, the affected/reporting individual and responding student may review the impact statement and provide a response within a reasonable time and by such method as determined by the Student Conduct Authority.
- Parties 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.

