



# Administrative Hearing Record

Incident #:

University ID#

Dear  
Meeting Outcomes

An administrative meeting was held on \_\_\_\_\_ to discuss involvement with the report number(s) listed above. Based on the information presented at this meeting the following findings have been reached:

Violation Types and Outcomes

Fines

Hearing Officer:

*\*If applicable, any assigned sanctions/stipulations will be communicated in a subsequent record.*  
*\*\*Sanctions, if applicable, are due to your Hearing Officer no later than **12:00pm** on the respective due date. Any fine(s) may be paid at the Cashier's Office in the basement of the Orr Center.*

Students found in violation of the *Student Rights and Responsibilities: Code of Student Behavior* may appeal. An appeal from any decision, either administrative hearing or university hearing board, must be made in writing within two business days following the date the sanction is assigned and written notice is received by the student. All appeals are due to Matt Gregory, the Assistant Director for Student Conduct and Resolution Services. The office for Student Conduct and Resolution Services is located in the O'Daniel South laundry building adjacent to Clarke Lane.

An appeal shall be written and contain the student's name, the date of the decision or action, and the reason(s) for the appeal. The appeal letter must specify in detail one or more of the following basis for appeal:

- Student's/student organization's rights were violated as a result of failure of due process (specify right believed to have been violated),
- Decision is arbitrary (no basis in University policy for decision) or capricious in manner (the finding is against the substantial weight of evidence),
- Significant new evidence is available that could change the outcome, and/or
- The appropriateness of the sanction is in question

If you have any questions about sanctions, meeting results, the appeals process, or other aspects of the student conduct process please contact the Assistant Director for Student Conduct and Resolution Services at (812) 468-2290.