**Pre-Conference Meeting**

**EXPLANATION OF PROCEDURE**

**Procedures:**

1. Preliminary Review of Complaint - The Office of Student Services reviews all complaints of alleged misconduct to determine if any policies from the Code of Student Conduct may have been violated. It is the Conduct Officer's sole judgement to proceed with formal notification of allegations and proceed with taking steps deemed appropriate to gather relevant information about the report or complaint.

2. Notification of Initial Meeting- The Student Conduct process begins with a formal Notice of an Initial meeting sent to a Student or Student Organization's (hereafter "Respondent") official Warhawks email account. The letter will state the (1) date and location of the alleged incident, (2) a list of policies that may have been violated, and (3) instructions for the Respondent to call and schedule a meeting with the Dean of Students for the Initial Meeting. If a Respondent cannot make the scheduled meeting within 24 hours of the notice, they should immediately email the Office of Student Services at studentservices@ulm.edu or call 318.342.5230.

3. Initial Meeting- The Initial Meeting is the conference between a Respondent and the Dean of Students and the Respondant. In this meeting, the Dean of Students will go over the conduct process, discuss the incident, evidence and ask the Respondent about their alleged behavior, and review relevant policies. The Respondent will have the opportunity to discuss the incident from their perspective, and review the evidence. If the Respondent fails to attend the Initial Meeting without reaching out to the Dean of Students, a decision can be made in their absence and for the disciplinary hearing. A Respondent is permitted one (1) advisor or a support person in both the initial meeting and/or the disciplinary hearing.

4. Disciplinary Hearing - The Respondent and all involved parties will have the opportunity to submit statements and supplemental information for the disciplinary hearing. The Dean of Students will determine the responsibility of the respondent based on the preponderance of evidence standard and will impose charges and appropriate sanctions accordingly. This conversation typically occurs in the same meeting, but can happen in a subsequent meeting, as needed. The Respondent will receive an Outcome Letter via email within seven (7) calendar days of the Administrative Hearing detailing the responsibility findings and sanction information, if applicable. The letter will also provide information about the appeals process if the Respondent is found responsible. The Respondent reserves the right to appeal on the grounds of a) Procedural error has occurred b) New evidence/information c) Harsh Sanction/Disproportionate to the Violation, or d) The Hearing Conclusion is Unsupported.

5. If applicable, Conduct Standards Closed Appeal Hearing (Final University Voice) - Respondents who meet the guidelines of an appeal and have denied responsibility from the initial Administrative Hearing, or if the Conduct Officer determines a University Hearing by another hearing panel is the appropriate resolution method, may be granted an appeal with the Conduct Standards Committee (closed hearing only). If applicable, the Respondent may appeal to the Conduct Standards Appeal Committee by submitting the written appeal within three (3) class/business days of the date the censure(s) are imposed. Information and/or case will be forwarded to the Conduct Standards Committee Chair and/or committee members for review through the Office of the Vice President of Student Affairs. Failure to submit a written appeal, under any circumstances, within the aforementioned time-period will result in the forfeiture of appeal privileges. The committee will vote in a closed hearing to recommend a finding of responsibility and sanctions. The Respondent will be notified of the outcome of the Hearing in writing, and their determination if final. However, in appeals where the student has received a censure of Suspension from the University for at least one academic year or has received a censure of greater severity, the student may choose to make a procedural appeal, via the University President, to the University Of Louisiana System Board Of Supervisors.

It is our intention to investigate, and proceed with hearing this case. Failure to respond to this summons for the Pre-hearing conference within 24 hours is a violation of institutional policy (4.02:04). Failing to respond may result in a decision being made on the alleged violations without your participation and/or a determination made in absentia. In such instances, the information available shall be reviewed and a determination made regarding the CHARGES of “responsible/not responsible” for each listed alleged violation. If you are censured in absentia SANCTIONS may be applied.

The full format of Rights and Responsibilities, Appeal Procedures, Due Process Rights and other important procedural information can be found in the online Student Handbook.

You are to contact the Office of Student Services at 318.342.5230 to schedule an appointment for your hearing.

Initial: I have been given access and now hold in my possession hard copies of the evidence as applicable below: (Initial each item provided):

1. Click or tap here to enter text. Summons

2. Click or tap here to enter text. Initial Meeting Pre-Conference form (this form)

3. Click or tap here to enter text. Waiver to Release Confidential Information (if applicable)

4. Click or tap here to enter text. Respondent’s Written Statement

5. Click or tap here to enter text. ULM Police Department Incident Report No: 2019020029

6. Click or tap here to enter text. Procedures Due Process Rights of Students

7. Click or tap here to enter text. Appeal Information (Closed Hearing through the Conduct Standards Appeal Hearing Panel)

\*\*\*You are advised to familiarize yourself with these actions. This information is located in the online Student Handbook.

□ Section One, Introduction

□ Section Two, Hearing Panels

□ Section Three, Statement of Rights and Responsibilities

□ Section Three, Procedural Due Process Principles

□ Section Four, Standards of Conduct for Students

□ Section Five, Censures (Disciplinary Sanctions)

□ Section Six, Hearing Procedures Guidelines

□ Section Seven, Appeal Procedures

\*\*\* By signing this form I hereby claim to have read and understand the information above.

Signature of Student receiving information: Click or tap here to enter text.

CWID:Click or tap here to enter text.

Date Student Received Information:

Witness: Click or tap here to enter text.

**Procedural Due Process Rights of Student**

(Sections 4.02:01, 02, 03 and 04 of the ULM Code of Student Conduct.

Please refer to the Student Policy Manual for more detailed information.)

1. To be informed of the specific charges(s) made against the student.

2. To be given the opportunity to prepare a defense; adequate time will range from 24-72 hours.

3. To have the charge(s) reviewed by the appropriate University Administrator or specified University Unit.

4. To be presented evidence on which the charge(s) is based and inspect documented or physical evidence and/or request copies of presented documents at a reasonable time before the hearing. Release of documentation is subject to FERPA (Family Educational Rights and Privacy Act).

5. To request in writing a separate hearing when charged with one or more other students.

6. To be presumed not responsible until proven responsible and to have the student’s responsibility based on clear and convincing evidence.

7. To retain specific University student rights while the charge(s) is being considered, except as provided in 4.02:01, G.

8. To appeal decisions and recommendations rendered by the appropriate University Administrator or specified University Unit as outlined in Section Eight, “Appeal Procedures.”

9. To reasonably request assistance from the Office of Student Services, at least 24-48 hours prior to a non-administrative hearing, when bringing the maximum number of five (5) students or employees as witnesses. Failure to petition this assistance within the given time frame will result in loss of assistance for such a request.

10. To appear alone in a hearing or with any one person acting as an advisor; the advisor has no voice in the proceedings.

11. To reject, with good cause, any one member of a hearing panel except the Chairperson.

12. To present evidence and to argue a defense.

13. To be confronted and/or cross-examined by the person(s) bringing the charge(s).

14. To conduct a reasonable cross-examination, when possible, of the person(s) initiating the charge(s).

15. To conduct a reasonable cross-examination, when possible, of the witnesses appearing at a hearing and giving testimony.

16. To have evidence of a prior University formal charge(s) or finding of responsibility excluded as evidence during the hearing; such evidence is allowed to be admitted during the censure phase.

17. To have censures imposed that are commensurate with the violation charged.

18. To request a “Notice of Disciplinary Censure” or a summary of a non-administrative hearing at a reasonable cost to the student.

19. To have access to a copy of administrative or non-administrative taped hearing procedures for the sole purpose of preparing an appeal. Taped hearing procedures cannot be used for any civil or criminal proceedings. A reasonable cost will be assessed to the student for copies.

20. To appeal the decision of the University Administrator or the specified University Unit.

21. Appeals from Conduct Standards Committee will be submitted in writing to the Office for Student Affairs, as set forth in sections 8.01 and 8.02. This appeal must be submitted within three (3) class/business days. The Vice President for Student Affairs will render the final decision in these cases.

 Please Initial