Section 1: Options to accept or deny responsibility for alleged misconduct.

This form allows you to accept or deny responsibility for alleged charge(s) assessed against you under the SUIC Student Conduct Code. Check the appropriate box, and fill in your student identification number. SHOULD YOU ACCEPT RESPONSIBILITY, AN APPROPRIATE SANCTION(S) WILL BE ISSUED.

If you choose to deny responsibility, an administrative hearing will be scheduled for you. Notification of the date and time of the hearing will be sent to your SIU e-mail account.

If this form is not returned within five (5) days from the date on the Charge and Notification Letter, a hearing officer will be assigned to investigate the allegations, determine responsibility for any alleged violations, and determine any appropriate sanctions.

Should you fail to attend the administrative hearing, it will be conducted without the benefit or your testimony pursuant to Article 4 of the SIUC Student Conduct Code.

This form must be completed and returned to Student Rights and Responsibilities within five (5) days from the date on the Charge and Notification Letter. This form may be printed and returned in person, or may be completed electronically and submitted to studentrights@siu.edu.

☐ I accept responsibility for the charge(s) assessed against me under the SIUC Student Conduct Code

   SHOULD YOU ACCEPT RESPONSIBILITY, AN APPROPRIATE SANCTION(S) WILL BE ISSUED.

☐ I request an administrative hearing for the charge(s) assessed against me under the SIUC Student Conduct Code and request an administrative hearing.

Student ID: __ __ __ __ __ __ __  Date: Click here to enter a date.

Name: Click here to enter text.  Case #: __ __ __ __ - __ __ - 201 __

This is the number following “Internal Use Only” and can be found below your hearing officer’s signature at the bottom of your Notice of Hearing Decision letter. This number must be included for processing.

X

Student’s Signature

Section 2: Hearing Information

If you request an administrative hearing for the alleged charge(s), you will be notified via your SIU e-mail account of the date and time of the hearing. The hearing will be an opportunity for you to discuss the incident with a hearing officer. The hearing officer will then determine if you are responsible for the alleged charge(s). Prior to your hearing, you are encouraged to review to Article 4.4 of the Student Conduct Code, which contains information about your rights and responsibilities in relation to this hearing.

In incidents in which it is alleged that you have violated more than one charge, you must choose to accept responsibility for all charges, or request an administrative hearing.