(Administrative Hearing)

**EXPLANATION OF PROCEDURE**

You, the student, are requested to come to the Office of STUDENT Services in the investigation of alleged misconduct that violates the ULM Code of Student Conduct, or local parish, state & federal law. I, Pamela Jackson, Dean of Students, will review the nature of the complaint and the relevant evidence of testimony with you. At that point, I will give you the opportunity to respond and will ask questions pertinent to the allegations. You will be given ample opportunity to speak and to tell me anything you want to tell me. Your cooperation by providing truthful answers to questions is not only necessary but expected in accordance with the ULM Code of Student Conduct. Notes of the information you give and anything you say may be used in disciplinary proceedings. You may be asked to sign a copy of the statements you make or to provide a written account of the information you give me. The University retains the sole right to record and/or video hearings. No other video and/or recordings may be made of hearings. Recorded or videoed testimony cannot be used for civil or criminal hearings (unless subpoenaed).

If you, the student, *does not* dispute the allegations upon which the conduct violations are based and executes a written waiver, of the full hearing panel, the conduct officer will assess a penalty appropriate to the facts and inform the student in writing of any sanctions and deadlines by which the sanctions are to be completed.

If you, the student, disputes the facts, or feel the sanctions of the Conduct Officer are disproportionate to the violation(s), then you may appeal the determination in writing within three (3) class days for a closed hearing before the *Conduct Standards Committee*. This committee is composed of students, faculty and staff appointed by University Vice Presidents and student organizations. The established policies for Procedural Due Process Principles, Statement of Rights and Responsibilities, Appeals and Hearing Procedures and other pertinent information are noted in the online [Student Handbook](https://www.ulm.edu/studenthandbook/).

STUDENTS RIGHTS:

1. To be informed in writing of the nature of the allegations brought against you.
2. To have an advisor, of your choice, present at the pre-conference meeting and administrative meeting. The advisor can be a member of the University’s faculty, a parent, an attorney, or other individual. However, only you, the student, may speak and ask questions on your own behalf.
3. To present witnesses with relevant testimony in your behalf.
4. To testify if you so choose. To question witnesses if you so choose.
5. To appeal the Conduct Officer’s recommendation to the conduct Standards Appeal Committee.
6. To be notified of the Conduct Standards Appeal Committee’s decision.
7. To appeal a committee decision. (If the appeal satisfies the standards written in the appellate process in Section Eight of the Student Code of Conduct).

If you choose to appeal, the Conduct Officer will review the appeal process with you and give you more detailed information on the Due Process Rights of Students contained in Section Four (4) of the policy manual.

**I HAVE READ AND HAVE HAD THE ABOVE INFORMATION EXPLAINED TO ME BY:**

Pamela Jackson / /

Pamela Jackson, Dean of Students Date

Click or tap here to enter text. / /

Student Signature Date

I waive my rights to a hearing / panel review and accept these censures as stated by the ULM Conduct Officer.

Click or tap here to enter text.

Student Signature