

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

## NOTIFICATION OF RIGHTS

- I. The Student Discipline Process has established guidelines and rules of procedures that govern the judicial process. These are summarized below.
- II. Due Process Rights  
All students facing possible disciplinary action are entitled to the following procedural rights:
  - A. The right to be notified of the charges against them.
  - B. The right to a prompt hearing before the appropriate hearing body or judicial officer.
  - C. The right to know the nature and source of the evidence that will be used against them.
  - D. The right to present evidence on one's own behalf.
  - E. The right to appeal the determination of a judicial officer or a university hearing board.
- III. Disciplinary Procedures  
Violations of the Rules of Conduct will normally be addressed according to the following sequence:
  - A. *Notification of Charges:* Student receives notification of the charges brought against him or her specifying the rule(s) alleged to have been violated. This notification may be via written or oral communication. Student appearance before a judicial officer to review specific charges constitutes evidence that the student has received notice of those charges.
  - B. *Disciplinary Hearing:* Student meets with a judicial officer to review the written allegation contained in an incident report. The matter may be resolved at this hearing or referred to a University hearing board.
  - C. *Indication of Plea:* At the hearing with the judicial officer, the student will receive an "Indication of Plea" form to be completed and returned within a specified time frame. When the judicial officer receives the completed "Indication of Plea" form, he or she will make a determination to adjudicate the matter and issue the appropriate documentation or to refer the matter to a university hearing board.
  - D. *Issuance of Decision:* The student is notified of the decision reached by the judicial officer regarding the disposition of the case.
- IV. I recognize that if found responsible for violation of university rules or policies, it will remain part of my student disciplinary record for the duration of my time as a St. Thomas student and may be referred to in future disciplinary matters in which I may become involved.
- V. By signing this document, I understand and consent to the limited release of personally identifiable information contained in my student record to those members of the University within the disciplinary process who will be reviewing and adjudicating this incident.
- VI. By signing this document, I acknowledge that I understand my rights and that I have received notice of the allegations referenced in the above case/report number(s).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_