



Overview of Virginia State University Student Conduct Process

If you just received a Notice of Alleged Violation, you may be (understandably) a little anxious. The information on this page, also provided in PDF format along with your electronic notice, will hopefully answer your questions and help you prepare for your upcoming meeting.

Preparing for your pre-hearing meeting

If you receive Notice of Alleged Violation, it does not mean you have violated the student code of conduct or that you “did something wrong.” It does mean your name was on a report and you have an opportunity to come and share what happened, if anything, before a decision is made by the student conduct office.

Before your pre-hearing meeting, you should:

- Carefully read your Notice of Alleged Violation
- Mark your calendar with the date, time and location for your upcoming meeting
- Respond to your email if there is a scheduling conflict
- Review the VSU student handbook
 - <https://www.vsu.edu/student-life/student-conduct/index.php>
- Gather any information you may want to share with at the initial meeting

At the pre-hearing meeting, you will:

- Have your student’s rights and alleged violations explained to you in detail
- View the incident report or complaint and any other documentation related to the incident
- Be given the opportunity to share preliminary information about the incident
- Be given the opportunity to accept or contest responsibility for the alleged violation(s)
- Be given the opportunity to choose your hearing type
- Be given an opportunity to indicate your preferred restorative sanction method

If you accept responsibility for the alleged violation(s), a decision will be discussed with you in an Administrative Conference. If you contest responsibility for the charges, you will be referred to a hearing.

The Hearing

The purpose of the student panel or administrative hearing is to determine responsibility. The hearing may be conducted by an administrator or a board, depending on the situation. **You will have the opportunity to indicate your preference between the two forms of resolution.** You also have the option to submit the following information before your hearing:

You will:

- A list of witnesses (at least 2 business days in advance)
- Documentation, video, audio, screenshots, pictures, a written statement, witness statements and/or character statements (at least 2 business days in advance)
- Name of your Advisor (at least 1 business day in advance, or 3 business days if Advisor is an attorney).

During the hearing, you will:

- Have an opportunity to formally contest responsibility for the charges
- Be given an opportunity to share information about the incident, including documentation and witnesses
- Have the opportunity to share any thoughts you may have regarding the outcome of the meeting

Please Note: In the sanctioning phase, if you are found in violation for a violation, the hearing authority will develop an Action Plan that will be included in your decision letter– you are encouraged to share any thoughts you may have in regard to sanctioning with them for their consideration during the closing of the hearing.

Appealing the Decision

Students have the right to appeal the outcome of a hearing. **Please note that the finding of responsibility cannot be appealed by students who accepted responsibility for a violation of the student conduct office;** however, those students still have the right to appeal the sanctions. If a student appeals the decision, the resulting requirements are placed on hold and will not go into effect until the appeal is reviewed and a decision is rendered with the exception of when the student is suspended or expelled from the University.

If you would like to submit an appeal, make sure that:

- It is submitted within (3) three business days from the date of the decision letter
- It includes an Appeal Form, not a letter.
- It is based on at least one of the grounds for appeal specified in the decision letter.

- Please refer to the decision letter for detailed information on appeal rights and guidelines. Failure to observe these guidelines for appeal submission may result in the dismissal of your appeal.

Completing Your Action Plan and sanctions

Your decision letter will provide all information needed to complete your requirements, including guidelines and deadlines. It is your responsibility to adhere to any and all sanction requirements until/unless you are informed in writing of approved modifications. **Students who fail to complete disciplinary sanctions in a timely and satisfactory manner may be charged an additional \$25 fine for each instance of a missed educational sanction and/or a \$50 fine for each instance of a missed intervention or restorative sanction, not to exceed \$100 total.**

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