

### **Important Administrative Meeting Information**

The enclosed summons letter is to inform you of your scheduled appointment to discuss your alleged involvement in an incident. Because these administrative meetings can have a significant impact on your student status, it is essential to read this document and any attachments.

During an administrative meeting, the Conduct Officer will:

- Explain any or all applicable process available to you through the Office of Student Conduct and Intervention;
- Inquire additional information about the incident to conduct a holistic assessment of the situation;
- Provide you the opportunity to furnish any relevant evidence or bring relevant witnesses as long as ample notice is provided to the Office of Student Conduct and Intervention;
- Determine a level of responsibility by using the preponderance of the evidence standard, or a 50-percent plus one threshold.

You may appeal the outcome that the Conduct Officer determines. If you are facing suspension, expulsion, or academic sanction, you may request a full hearing during your meeting with the Conduct Officer. If you are not facing those sanctions, you may not request the full hearing.

If you cannot attend the scheduled administrative meeting, you will need to email [deanofstudents@uttyler.edu](mailto:deanofstudents@uttyler.edu) at least 24- hours in advance. If you fail to appear for your administrative meeting for any reason, a student affairs hold will be placed on your account and/or the meeting will be held in absentia.

For more information on the Student Conduct process, please visit the [Office of Student Conduct and Intervention](#) website, or contact our office through the below representatives.

David Hill

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*Division of Student Success*

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