

**Stephen F. Austin State University**  
**Office of Student Rights & Responsibilities**  
*“Student Conduct Process Overview”*

**Notice of allegation(s)**

- The student will receive an official summons through their University email account informing the student of the alleged misconduct.
- The summons informs the student to report to the Office of Student Rights & Responsibilities within 5 business days.
- If the student does not report to the Office of Student Rights & Responsibilities within 5 business days, a hold will be placed on the student account and the case may be heard in absentia (without student being present).

**Review and Scheduling**

- A Disciplinary Hearing Information Form will be provided to the student explaining the student’s rights as well as the conduct process.
- The student will be permitted with an opportunity to have an advisor present (e.g., attorney, parent, or friend).
- The student will schedule an appointment for an Administrative Hearing.

**Hearing (Formal or Informal)**

- The student will be permitted with an opportunity to explain “what happened” in their own words.
- The student may be questioned, including, but not limited to, what is disclosed in the incident report and additional information that is disclosed during the Hearing.
- An educational/development emphasis will be provided at the discretion of the Student Conduct Administrator or Hearing Board.

**Finding of Responsibility**

- The student will be informed of the finding of responsibility regarding the alleged misconduct.
- If the student is found NOT responsible, the process ends.
- If the student is found responsible, a sanction will be given as deemed appropriate.
- If the student does not complete the sanction by the deadline required, a hold will be placed on the student’s account until the sanction is completed.

**Appeal of Finding(s)**

- The student has the right to appeal the finding of the Student Conduct Administrator.
- The student may appeal only under the following: The finding of responsibility or the sanction.
- The appeal must be submitted in writing to the Dean of Student Affairs office within 5 business days from the date of the finding.
- The Dean of Student Affairs or designee may have the following results granted in whole, part or denied.
- The Dean of Student Affairs or designee has the right to modify the finding or uphold it.
- The above concludes the student conduct process.