



FREQUENTLY ASKED QUESTIONS

WHERE CAN I FIND A LISTING OF UT TYLER'S POLICIES?

The Student Code of Conduct is in [§8-800 of the Manual of Policy and Procedures \(MOPP\)](#). The Community Standards and Policies for university-owned housing are on page 13 of the [Residence Life Handbook](#). The policies and procedures governing the use of UT Tyler's computer systems, student email, and other electronic resources are on UT Tyler's "[Information Resources Acceptable Use and Security Policy Agreement](#)."

I RECEIVED AN EMAIL SUMMONING ME TO AN ADMINISTRATIVE MEETING. WHAT DOES THAT MEAN?

It means you were allegedly involved in an on-campus incident where one or more UT Tyler policies were violated. As such, a meeting has been scheduled with a conduct officer to discuss it. The letter you received lists: the date and time of the meeting, possible policy violations, the conduct officer you are meeting with, and how to contact them. A copy of the incident report is usually included with the notice, along with a sheet outlining information about the administrative meeting.

WHAT WILL HAPPEN DURING MY ADMINISTRATIVE MEETING?

You will meet with the conduct officer. By the time you have your meeting, you should have had time to review the incident report and the alleged policy violations. Your conduct officer will ask you some questions and provide you with an opportunity to explain the situation from your point of view. The conduct officer will review and consider any relevant witnesses or supporting information you provide; relevant witnesses will need to be scheduled for a separate meeting, before your administrative meeting, due to potential conflicts of interest. The conduct officer will decide based on the greater weight of the credible evidence available and will assess sanctions as needed.

WHAT ARE MY RIGHTS IN AN ADMINISTRATIVE MEETING?

You have the right to see all information that led to the charges; the right to offer a defense, including bringing any relevant witnesses; the right to be informed in writing of the meeting place and time; and the right to appeal. If you face suspension, expulsion, or academic sanctions, you also have the right to request a full hearing.

WHAT IS A FULL HEARING?

A full hearing is an opportunity if you face sanctions that includes suspension, suspension of rights and privileges, academic sanctions, or expulsion. You will have your charges be heard and determined by an impartial hearing officer. A student can waive their right to a full hearing unless the individual is charged with a violation of the Sexual Harassment/Sexual Misconduct policy.

For charges involving the Sexual Harassment/Sexual Misconduct policy, a student may elect to sign an administrative disposition waiving the right to the hearing, but reserving the right to appeal only the sanction. Such an appeal regarding the sanction will be for the President or his/her

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designee to decide. For information regarding the appeals process, please view the [Student Conduct Resource](#) page.

HOW DO FULL HEARINGS WORK?

A conduct officer will disseminate a full hearing notification letter to you at least ten (10) days in advance of the hearing, unless the full hearing is held under certain circumstances. The full hearing notification letter will include your rights and information related to the hearing.

At least five (5) days before the full hearing, the conduct officer will disseminate a copy of witnesses, a summary of each witnesses' testimony, and a copy of documents and other evidence they may offer during the hearing. You are expected to furnish the documents above to the conduct officer as well. You will also be expected to provide any motion to postpone the hearing, if sustained; the name of your advisor, if any; who will appear with you to the hearing; and a request for a separate hearing, if there are grounds for it.

During the full hearing, a hearing officer will proceed with the case as follows: (1) the conduct officer will read the complaint into the record; (2) the hearing officer will inform you of your rights; (3) the conduct officer will present UT Tyler's witnesses and evidence; (4) you will present your witnesses and evidence; (5) the conduct officer and you will present rebuttal evidence, and argument; and (6) the hearing officer will make a determination of whether or not you are responsible for the allegation.

WHAT INFORMATION SHOULD I BRING TO A FULL HEARING?

During the full hearing, you will have an opportunity to make an opening and closing statement. It is important to be prepared, as this is your opportunity to defend your case. It is also your responsibility to ensure that your witness(es) and advisor are in attendance.

WHAT SANCTIONS DO I FACE?

Sanctions range from an admonition (warning) to expulsion from the university. You may also be required to complete community service or an educational sanction. Information on sanctions can be found in [§8-500. Sanctions](#).

AM I GOING TO BE KICKED OUT OF HOUSING OR THE UT TYLER?

If you are involved in repeated policy violations, you may face removal from housing or suspension from the university. If the incident is serious enough, you may face suspension from the university or removal from housing for a single incident. Incidents that may result in suspension include, but are not limited to, incidents involving illegal drugs, sexual assault, assault or academic dishonesty.

WHAT HAPPENS IF I FACE SUSPENSION, EXPULSION, OR ACADEMIC SANCTIONS?

Students who are facing suspension, expulsion, or academic sanctions may also request a full conduct hearing. A conduct hearing is a more formal process in which a hearing officer selected from UT Tyler decides the student's case. For more information on full hearings, please view [§8-400. Hearing](#) for further information.

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I WAS INVOLVED IN AN INCIDENT OFF CAMPUS. WILL I FACE JUDICIAL CHARGES BY UT TYLER?

You might. [§8-102b. Application](#) of the *Manual of Policy and Procedures* states the following:

A student is subject to discipline for prohibited conduct that occurs on or off campus, including but not limited to institution or U.T. System sponsored off-campus activities such as field trips, internships, rotations, or clinical assignments regardless of whether civil or criminal penalties are also imposed for such conduct.

WILL MY PARENTS BE NOTIFIED?

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of a student's educational record. This law applies to all schools that receive federal funds from the U.S. Department of Education, including UT Tyler. You can waive your rights under FERPA to any designee (e.g., parents, family, advisor, et cetera) so the individual can accompany you to any student conduct meeting related to the specific case by completing the "FERPA Authorization Form" on our [Student Conduct Resource](#) page. Unless our office has a completed FERPA Authorization Form, we cannot speak with your parents about your case unless there are extenuating circumstances.

WILL THIS AFFECT MY FINANCIAL AID OR SCHOLARSHIP?

It might since some financial aid or scholarships depend on a student remaining in good standing with UT Tyler. You should contact the Office of Financial Aid at 903.566.7180 with any questions you may have.

HOW DO YOU MAKE YOUR DECISION?

The conduct officer collects as much information as they can and determines what occurred. The standard of evidence used to determine one's involvement in an incident is a preponderance of the evidence. In other words, the conduct officer must show that a student has *more likely than not* violated a policy.

IF MY INCIDENT INVOLVES A VIOLATION OF STATE OR LOCAL LAWS, COULD I BE PROSECUTED CRIMINALLY AND THROUGH THE UT TYLER CONDUCT SYSTEM?

Yes, you may. Your relationship with UT Tyler is separate from your responsibilities as a citizen. Although they may stem from the same incident, violations of state, local, and/or federal laws are adjudicated by a court of law. An administrative meeting adjudicates the violation of University policy. To illustrate this better, hypothetically, if an employee who assaults a fellow employee could be fired AND face criminal charges.

IF I DID VIOLATE THE POLICY, CAN'T I JUST LIE (VERY SINCERELY) AND NOT GET IN ANY TROUBLE?

This is generally a bad course of action, for a few reasons. First, if it is determined that you have lied in a full hearing or administrative meeting, you will face additional sanctions. Second, most lies do not hold up well under scrutiny, even if several people are trying to cover each other. Third, by telling the truth, you don't have to worry about keeping your story straight in the future. Ultimately, there are more long-term benefits from telling the truth and learning from the incident than from trying to cover it up.

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WHAT IF I DID NOTHING WRONG?

Then you have nothing to worry about! So relax, attend your meeting, and tell the truth about what you know.

WHAT IF I DON'T ATTEND MY ADMINISTRATIVE MEETING OR FULL HEARING?

If you do not attend an administrative meeting or full hearing, a hold may be placed on your records. This will prevent you from adding/dropping classes or receiving transcripts. You may also be barred from enrollment, or your enrollment may be canceled. Also, the conduct officer may proceed with the meeting and decide without you, and levy sanctions based on the information available at the time of the meeting. However, it is in your best interest to attend so you can present your view of what happened. Otherwise, the conduct/hearing officer will decide and assign sanctions, if appropriate, without your input.

I HAVE A HOLD ON MY ACCOUNT, AND I CANNOT ENROLL OR GET MY TRANSCRIPT. WHAT DO I DO?

A hold on your account typically means that you failed to attend a meeting or failed to complete your sanctions. Review your patriots email address for an email from one of our conduct officers indicating what you should do to remove the hold. You may also contact our office for more information.

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