Pre-Hearing Information

Mission Statement

The Office of Student Accountability, Outreach and Support at the University of Memphis advocates for student rights and promotes academic and personal success.

Rights and Responsibilities

In any student conduct proceeding, the student or registered student organization charged with a violation of policy has the right to the following:

- Notification of the alleged misconduct;
- Notification of the date, time, location of the hearing;
- A prompt, fair, and equitable process;
- To know the source(s) of the allegations;
- To know the specific alleged violation(s);
- To present their case to the appropriate disciplinary authority;
- To be accompanied by an advisor of their choice (see additional information);
- To identify relevant witnesses and present evidence;
- To address any information being used by the University to resolve the alleged violation(s);
- If found responsible: To be advised in writing of all sanctions imposed;
- If found responsible: To be advised of the method and deadline for an appeal;

Expectations of the University Student Conduct Process

As a member of the University of Memphis community of learners, you are expected to:

- Read and understand the Code of Student Rights and Responsibilities;
- Be responsive to all correspondence from the University;
- Attend scheduled conduct meetings (proceedings will continue if you fail to attend your scheduled hearing);
- Provide your perspective of the incident or situation if participating in the accountability process;
- Be respectful to all members of the University of Memphis community;
- Be open to developing as a productive member of the University of Memphis community;
- Be honest with conduct officers (providing false or misleading information may result in further allegations);
- Understand how your actions may impact the University of Memphis community;
- If found responsible: complete all assigned sanctions;
You can expect your hearing officer to:

- Foster student learning and promote student success;
- Follow process & procedures as outlined by the Code of Student Rights and Responsibilities;
- Communicate using your official University e-mail, or through information provided in the University student database;
- Maintain privacy and follow guidelines set by the Family Educational Rights and Privacy Act (FERPA);
- Be objective and free of bias;
- Provide a safe environment in which you can share your thoughts, concerns, educational goals, and interests;
- Refer you to on and off-campus resources that may assist you in your transition and development;
- Thoroughly explain your right to appeal.

Information about Advisors:

- Advisors may not speak or directly participate in the conduct process unless authorized by the Hearing Officer;
- Advisors may not be directly involved with the alleged incident (e.g. other alleged students, witnesses);
- Examples of advisors include: a University of Memphis faculty or staff member, a parent or legal guardian, a relative, or an attorney;
- Hearing officers will not accept evidence, statements, or investigative materials from an advisor during the conduct process;
- If an advisor is an attorney, an attorney from the University’s Office of Legal Counsel may attend the meeting or hearing.

Prohibition of Retaliation:

The University will not tolerate retaliation against any person making a complaint, or against any person cooperating in the investigation of alleged acts. Retaliation includes, but is not limited to, intimidation, threats, or harassment against any complainant or third party. Individuals who are alleged to engage in retaliatory tactics may face disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations. Any acts of retaliation should be reported promptly to the Associate Dean of Students and Director of Student Accountability, Outreach & Support.

Acknowledgment:

I have read and understand the information in this document. I acknowledge additional and complete information can be found in the Code of Student Rights and Responsibilities, which is available online. I understand if I have any additional questions about the conduct process, policies, or procedures, I may ask at any time.

_________________________  __________________________
Student Signature                    Date