

## Office of Student Affairs

Carl E. Everett Education & Administration Building, 2<sup>nd</sup> Floor  
3500 Camp Bowie Blvd., Fort Worth, TX 76107  
(817) 735-2505/Fax (817) 735-0448  
[www.hsc.unt.edu/departments/studentaffairs/](http://www.hsc.unt.edu/departments/studentaffairs/)

### Explanation of Review Procedures

If you do not agree with your sanctions, and they are reviewable, you may seek a review of your case before the Committee on Student Conduct. You must submit a Request for Review form to the Chair of the Committee on Student Conduct within five (5) days after the Notice of Disciplinary Findings. The chair will schedule the date of the review. The chair is Dr. Thomas Moorman, Vice President of Student Affairs @ (817) 735-2505 or [Thomas.Moorman@unthsc.edu](mailto:Thomas.Moorman@unthsc.edu).

After filing a Request for a Review, you must submit the following to the committee chair, no fewer than five (5) days prior to the review:

1. A written summary of your position.
2. A list of individuals who will speak to the behavior in question on your behalf as witnesses.
3. A list of all documents that will be presented to the Committee.

The Committee on Student Conduct is composed of faculty, staff and students. You will be expected to personally appear and make whatever statements you desire and to answer any questions of the Committee members. You are responsible for contacting any witnesses you may have for your side of the review. The established policies of the Committee assure you of the following rights:

1. To be informed in writing of the nature of the allegations brought against you.
2. To have one advisor, of your choice, present. The advisor may be a member of the University faculty, a parent, an attorney, or other individual. However, only you (the student) may speak and ask questions on your own behalf. The Office of Student Affairs must be notified if you are bringing an attorney.
3. To present witnesses with relevant testimony on your behalf.
4. To testify if you so choose.
5. To question witnesses if you so choose.
6. To be notified of the Committee's decision.
7. In matters of academic dishonesty, a student may appeal a decision of the Committee by filing a written Notice of Appeal with the Vice President of Student Affairs no later than five (5) days after the Committee chair issues the Committee Notice of Disciplinary Findings.

\*A review will be scheduled as soon as possible. The right to have a review will be forfeited if you fail to respond after three (3) attempted contacts from the Committee on Student Conduct, and/or you fail to schedule your review after the third attempt. Forfeited reviews will result in the original sanctions imposed immediately, with time extended to reflect the duration of the original sanction.

The university's policies concerning student's behavior are educational and rehabilitative, and are designed to assist students in understanding and accepting responsibilities for their behavior as students of the University. **I have read the above statement and understand that any information I give may be used in disciplinary proceedings, and that any information I give is voluntary without promise of benefit or threat of consequences.**

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Student Signature

Date