

Respondent Statement of Rights

St. Norbert College

*This form is intended for respondents participating in an administrative hearing with an **Area Coordinator**.*

Subject to all other provisions of The Citizen, any student or student organization with an infraction under The Citizen shall be presumed not responsible until found responsible by the evidentiary standard of preponderance of the evidence. For severe accusations, repeated offenses, and/or safety concerns, a student may be immediately removed from campus.

<p>Specifically, the respondent's rights <u>before</u> a hearing are as follows:</p> <ol style="list-style-type: none"> <i>1. To have a written notice of the charge(s) and an outline of rights prior to an administrative hearing.</i> <i>2. To request for a translator during an administrative hearing. If you would like a translator, you will need to request this option from your hearing officer <u>prior to</u> your administrative hearing. *</i> <i>3. To be treated with respect by campus officials.</i> 	<p>The respondent's rights <u>during</u> the hearing are as follows:</p> <ol style="list-style-type: none"> <i>1. To appear in person and present your side of the situation.</i> <i>2. To be accompanied by a parent(s) or guardian(s) at the hearing. The parent(s) or guardian(s) have no speaking role in the process. *</i> <i>3. To be assisted by a translator, if applicable.</i> <i>4. To ask any relevant or clarifying questions to hearing officer before the conclusion of the administrative hearing.</i> <i>5. To be treated with respect by campus officials.</i> 	<p>The respondent's rights <u>after</u> the hearing are as follows:</p> <ol style="list-style-type: none"> <i>1. To submit an electronic Request for Appeal Form to the Office of Student Judicial Affairs within 3 business days of receipt of one's outcome letter.</i> <i>2. To be assisted by a translator, if applicable.</i> <i>3. To be notified of an appeals outcome within 14 business days or soon after. Upon completion of the appeals process, the decision rendered by the hearing officer is final and cannot be changed.</i> <i>4. To be treated with respect by campus officials.</i>
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An asterisk () indicates requirement of a FERPA Authorization Release by the respondent.*

I _____ **have received and reviewed the information listed above on this form.**
Respondent's Printed Name

Student Signature:

Today's Date:
