

# The Student Conduct Expedited Hearing

When Student Conduct and Community Standards (SCCS) receives a report alleging a violation of the Code of Student Conduct by an individual eligible for an Expedited Hearing, SCCS will follow the standardized process referenced within The Code. An overview of this process is provided below. Participation in the Expedited Hearing process is voluntary. If a student declines responsibility or fails to respond to the Expedited Hearing notice, the matter will proceed through the mandatory Student Conduct Hearing process.

## Step 1: Student Notification

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- The student alleged to have violated the Code of Student Conduct will receive written notice to their Texas State email with the following information:
  - The date on which the alleged violation occurred
  - The Code of Student Conduct rule(s) alleged to have been violated
  - A concise summary of the documented behavior leading to the allegation
  - Any sanctions recommended by the Student Conduct Officer assigned to adjudicate the case
  - Next steps and information regarding due process rights within the student conduct process

## Step 2: Student Response

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- The student alleged to have violated the Code of Student Conduct will have three (3) business days to respond to the written notice in writing via their Texas State email either:
  - Accepting responsibility for the alleged violation of the Code of Student Conduct along with the imposed sanctions or;
  - Declining responsibility for the alleged violation of the Code of Student Conduct along with the imposed sanctions.
- If a student alleged to have violated the Code of Student Conduct fails to respond within three (3) business days, the case will proceed as if the student had declined responsibility and sanctions will be imposed.

## Student Accepts Responsibility and Imposed Sanctions - Next Steps

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- Upon receiving confirmation that a student has accepted responsibility for the Code of Student Conduct Violation, the assigned Student Conduct Officer will send the student a follow up letter including:
  - Confirmation of the finding of responsibility and additional details about how to complete their assigned sanctions
  - An invitation to a mandatory 5–10 minute meeting, during which the student will receive verbal confirmation of the outcome of their case and finalize their case by providing a written signature. The notice will include the time, date, location, and the name of the assigned Student Conduct Officer.

## Student Declines Responsibility and Imposed Sanctions - Next Steps

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- Upon receiving confirmation that a student has declined responsibility for the Code of Student Conduct Violation or upon the expiration of the three (3) business day timeline, the assigned Student Conduct Officer will send the student a follow up letter including:
  - The date, time, location, and Student Conduct Officer who the student will meet with for their Student Conduct Hearing.
  - An overview of the Student Conduct Hearing process and information regarding due process rights within the Student Conduct Hearing Process.