

# A Guide to Student Discipline

## The Appeal Process

A student may appeal the outcome of a Student Discipline conference by submitting a letter in writing to the Hearing Officer within three (3) business days from the date of your receipt of the decision letter. A student may request an appeal on one or more of the following grounds:

- A. The student has been deprived of his/her due process.
- B. Discovery of substantive new evidence, or substantive evidence to suggest bias on behalf of the Hearing Officer or UCD.
- C. The sanction(s) recommended was/were not justified by the nature of the violation(s).



**University of North Alabama**  
**Office of Judicial Affairs**  
**UNA Box 5033**  
**Florence, AL 35632-0001**  
**(256) 765-5012**



**Office of Judicial Affairs**

## Student Discipline

[www.una.edu](http://www.una.edu)



**University of North Alabama**  
**Florence, AL 35632-0001**

# A Guide to the Student Discipline Process

## Student Discipline Overview

This pamphlet is provided to serve as a tool to help you understand the basics of the UNA Student Discipline process. If you have been notified of a possible violation, you should consult your Student Handbook or visit [www2.una.edu/studentlife](http://www2.una.edu/studentlife) and look under Student Discipline. Please read both the handbook and this pamphlet before you attend your student discipline conference. Please reference the letter you received regarding which University Hearing Officer to contact with questions. If you do not have a copy of the Student Handbook, you may obtain one from the Office of Student Engagement.

## Notification Letter

Your notification letter will indicate a possible violation of the Student Code of Conduct and will refer briefly to the incident that has been reported. This letter provides you with the date, time, and place of a student discipline conference. It is your responsibility to contact the Hearing Officer prior to the scheduled meeting if you cannot attend. If you do not attend the conference, the meeting may be held without your presence or statements and formal charges may be filed and adjudicated, and sanctions may be assigned.



## Student Discipline Proceedings

The appropriate official or his/her designee will coordinate the student discipline conference. The conference is an informal, nonadversarial meeting between a student and a Hearing Officer or designee. The purpose of the disciplinary conference is to examine the complaint, listen to the student, discuss circumstances regarding the incident, and hear student concerns. Based upon the discussion and the preponderance of evidence, the conference will ultimately result in the student deciding whether to accept responsibility for any charges and/or sanctions assigned by the Hearing Officer or to appeal a sanction. In cases of accusation of Code of Conduct violations that could result in suspension from the University or removal from the residence halls, the student will have the right to request that the case be heard by the University Committee on Discipline (UCD). The Director of Judicial Affairs or his/her designee may refer the student discipline case to the UCD at his/her discretion.

### ***The Role of an Advisor***

You may have an advisor present during the student discipline conference; however, the advisor may not participate in presenting the case, or question witnesses and/or make statements during the conference. The advisor may not act as legal counsel. The advisor is an individual who assists a student or student organization with judicial conference preparation. An advisor must be a full time student, faculty, staff, administrator, or Recognized Student Organization (RSO) Advisor.

## Preparing for a Student Discipline Conference

When a student or student organization representative appears for a student discipline conference, the following procedural rights will be afforded.

- To receive a letter of notification with the date, time, and place of the student discipline conference.
- To have a student discipline conference that shall be scheduled no earlier than three (3) business days after the date of the notice except in extenuating circumstances with approval from the Director of Judicial Affairs.
- To have an advisor present during the student discipline conference; however, the advisor may not participate in presenting the case, or question witnesses and/or make statements during the conference. The advisor may not act as legal counsel.
- To have the right to question all witnesses.
- To receive written notification of the decision of the student discipline conference within ten (10) business days, barring unforeseen circumstances.