Student’s Acknowledgement of Rights and Options

I, ____________________________________________________, have presented a complaint against ____________________________________________________, which states that he/she/they has/have violated University of Central Oklahoma (UCO) policies, as stated within the current UCO Code of Student. I understand that I/we have the following rights:

OR

I, ____________________________________________________, have received/been presented with the complaint(s) against me/my organization which suggest that I/we have violated the stated University policies. I understand that I/we have the following rights:

- A right to review a copy of the written complaint(s) against me and/or other documents within my file in the Office of Student Conduct.

- A right to a hearing, with reasonable prior notice, as outlined in the current UCO Code of Student Conduct.

- If this matter is resolved through a formal Student Conduct Hearing, I/we have a right to be accompanied by any advisor I/we choose, at my/our own expense. The advisor may be an attorney. However, I/we, ____________________________________________________, understand that I/we shall be responsible for presenting my/our own case and, therefore, my advisor will not be permitted to speak or to participate directly in any Student Conduct Hearing before a student conduct body.

- A right to present witnesses in the informal resolution of this matter or in a formal Student Conduct Hearing, which must be identified at least two (2) University business days prior to the Student Conduct Hearing.

- A right to appeal the initial decision of the student conduct body who hears this case to the appropriate University entity, as outlined in the current UCO Code of Student Conduct.
Student’s Acknowledgement of Rights and Options—Continued

I/We, _______________________________________________, have read the above statement and prefer to resolve this matter in the following selected fashion: (Initial your preference below. Some preferences may not be honored due to the specific nature of the case and the matters involved.)

A.  **Informal Resolution Option:** An informal decision is made after enough information has been gathered/received to make a final determination by the Director of Student Conduct, Student Conduct Case Manager, or the designated student conduct body. ______

**OR**

B.  **Formal Resolution Option:** A Student Conduct Hearing with the Director of Student Conduct or the designated student conduct body. ______

___________________________________________ _________________________
Student Signature      Date

Student’s Current Physical Address:   Student’s Current Phone Number:
___________________________________________
___________________________________________

Student’s Current Email Address:
___________________________________________

______________________________________________ ____________________________
Office of Student Conduct Staff Signature   Date