



## So You've Been Documented...in the Residence Halls

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#### **What does it mean to be documented?**

Being documented refers to the process used by UT to report incidents that occur in the residence halls. "Being documented" means that you may have been involved in an incident where a conduct violation has taken place. Each member of the Residence Life staff is required, as a condition of employment, to document each incident that occurs in the residence halls.

#### **Does this mean I am responsible for something?**

No. Being documented for an incident does not imply or automatically assume that you are responsible for those events or actions that have taken place. Documentation is UT's way of keeping records of incidents and concerns.

#### **What happens next?**

An incident report with a detailed summary of the incident will be submitted to the Office of Residence Life and the Office of Student Conduct and Community Standards for review. If the incident report alleges a violation of The University of Toledo Student Code of Conduct has taken place, the incident and incident report will be addressed through the student conduct process.

#### **Then what?**

If you are alleged to have violated a policy, you will receive a notice via your Rockets e-mail within a few days stating the date and time of your scheduled hearing appointment. Please be sure to check your Rockets e-mail each day as this letter will provide the specific meeting date and time of your meeting. If you have a class obligation during the scheduled meeting time, the meeting letter will provide instructions on who you may contact to reschedule.

#### **What if I have questions or concerns before my scheduled meeting date?**

You may speak with a member of the Residence Life staff. Your Hall Director or Graduate Assistant Hall Director can provide you with more details regarding the student conduct process. You may also email [studentconduct@utoledo.edu](mailto:studentconduct@utoledo.edu) and staff will answer your questions to the best of their ability.

#### **What if I do not attend my scheduled meeting?**

It is your choice as a student to not attend your conduct meeting; however, a hearing will be held in your absence. By not attending your hearing, you also lose your right to appeal any decisions made as a result of the hearing.

#### **Who are the hearing officers?**

Your hearing officer is determined by the nature of the alleged violation(s). Most first and second-time violations are handled by a Hall Director or possibly a Graduate Assistant. More severe violations are handled by administrators in the Office of Residence Life and the Office of Student Conduct and Community Standards.

#### **What is the Student Conduct process?**

The Student Conduct process determines if students are responsible for alleged violation(s) of The University of Toledo Student Code of Conduct, including Residence Life policies. At your meeting, the incident will be discussed. You will be given the opportunity to accept or deny responsibility for each of the charges in your meeting letter. If you accept responsibility for the charge(s), the hearing officer will proceed with a hearing and administer sanctions as appropriate. If you deny responsibility for the charge(s), you will be able to either choose the hearing officer to move forward with processing your case during this meeting, or forward your case onto a Student Conduct Hearing Board for adjudication. If you choose the hearing officer to move forward with processing the case during this meeting, they will make a decision regarding your level of responsibility for the violation(s), and if responsible, sanctions will be assigned.

#### **How is responsibility determined?**

Usually the facts of the alleged violation are clear and the student and hearing officer agree about responsibility. When there is a disagreement, the standard of the conduct system in making a final determination is the preponderance of evidence (more likely than not). The hearing officer will determine "Is it more likely than not that the student is responsible?"

#### **What do you mean by sanctions?**

"Sanctions" can refer to a variety of things depending upon the violation, the less serious the violation, the less serious the consequences, or sanctions. The goal of the student conduct system is to educate students about the impact their individual decisions

### **Office of Residence Life**



**DIVISION OF STUDENT AFFAIRS**

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have on themselves and their community. Sanctions are viewed as learning opportunities, rather than as punitive or punishment.

**What happens if I do not complete my sanctions?**

A hold will be placed on your student account preventing you from registering or changing any classes. You will also not be able to request a copy of your transcript.

**Will this information be recorded on my transcript?**

No; however, certain applications (such as Law School, Medical School, Study Abroad Programs, potential employers, etc.) may require a background check and ask that you allow representatives to contact UT to review your student conduct records. No information can be released by the Office of Student Conduct and Community Standards without your written permission.

For more information, please visit

<http://www.utoledo.edu/studentaffairs/reslife/index/residenceconductorconduct.html>.

**Office of Residence Life**

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