

Student Conduct Process – Informal Hearing Information

Name (print): _____ EMPLID: _____
NVCC email (print): _____ Preferred Phone #: _____
Preferred Address (print): _____

During my preliminary meeting on _____ with _____
Date *Name of staff member*

We will discuss the student conduct process, your rights in the process and possible outcomes. Please place your initials next to each statement that you agree with:

During the informal hearing I was afforded the opportunity to:

- Review the referral regarding my alleged misconduct _____
- Respond to the allegations or remain silent regarding my case _____
- Ask questions pertaining to the case and process _____

As a result of the informal hearing:

- I understand the charge(s) that have been brought forward as a result of the alleged incident _____
- I understand that I will be notified in writing of the final charges following this meeting (if applicable) _____
- I was informed of my right to a formal hearing, and I understand that I am afforded the right to an appeal _____
- I understand the potential sanctions related to my case if I am found responsible for the charge(s) _____
- I understand that if found responsible for the charge(s), I will have a disciplinary record with Northern Virginia Community College _____
- I understand I may seek and obtain representation during my proceedings, but they may not speak on my behalf during my hearing/conference _____
- I understand how to get in contact with the Dean of Students Office in the event I have further questions _____

After reviewing the aforementioned information, please check the appropriate boxes below:

- I am Responsible for the pending charges
- I am Not responsible for the pending charges and would prefer to have either:
 - A Formal Administrative Hearing or
 - A Formal Panel Hearing

By signing below, you agree to and understand the terms of the informal administrative hearing.

Student Name (Print) Student Signature Date

Staff Name (Print) Staff Signature Date