**Senate Academic Standards Committee**

Protocols and Procedures for a Student Addressing the Committee in Person

**Prior to date scheduled for the student to appear before the committee:**

* The student must confirm in writing their intent to appear at the time, date and place determined by the committee chair. Furthermore, the student must also confirm understanding that anonymity can no longer be guaranteed once the student appears before the committee. (*See form letter below*.)

**Before the student is admitted to the meeting:**

* The chair will read the procedures for a student addressing the committee in person to the committee members.
* The chair will read aloud the previous determination of the committee.

**Once the student is admitted into the meeting:**

* The student will give the chair any relevant documents that need to be reviewed.
* The student will be allotted 30 minutes if needed to address the committee without interruption.

**After the conclusion of the student’s remarks:**

* Members of the committee may pose questions to the student.
* The student will be informed by the chair that notification of the determination of the committee will be sent to the student within five working days of the meeting. The student will then be dismissed from the meeting.

**If the student fails to appear within 30 minutes of the time scheduled to address the committee:**

* The letter informing the student of the time, place and date of the meeting, along with the student’s confirmation to attend the meeting, shall be read by the chair to the members of the committee.
* A determination by the committee that no further action be taken regarding this appeal or complaint will be made by the committee, and this determination will be sent to the student.
* Another meeting at which the student can address the committee in person will be scheduled at the discretion of the committee at a future meeting of the committee.

**Form letter to be Sent to the Student Desiring to Address the Committee in Person**

Dear Student,

Please confirm your intent to address the committee on ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in room ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ regarding \_\_\_\_\_\_\_\_\_\_\_\_ taken by you in \_\_\_\_\_\_\_\_\_\_\_with the understanding that anonymity can no longer be guaranteed once the student appears before the committee.

Sincerely,

**Form Letter to be Sent to the Student after Failing to Appear before the Committee as Scheduled**

Dear Student,

This letter is to inform you that, as requested, the Academic Standards Committee met on \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_ to be addressed by you in person regarding \_\_\_\_\_\_\_\_\_\_\_\_\_. taken by you in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In your absence, the committee determined that no further action would be taken. This is the final decision of the Academic Standards Committee.

Sincerely,