Print all information. This form must be received by indicated due date and time on charge letter. Completed forms must be returned to the Office of Student Affairs Staff Member. Failure to return your completed form by the due date and time will result in an additional charge of "failure to comply."

Name: ___________________________  College ID #: __________________

Step 1: Please list the policy violation(s) and indicate your choice: Circle one for each violation.

__________________________________________________________________________ not responsible  responsible
__________________________________________________________________________ not responsible  responsible
__________________________________________________________________________ not responsible  responsible
__________________________________________________________________________ not responsible  responsible

If you would like to meet with the Dean of Students to discuss options or for clarification, please call the person who sent you this form to set an appointment.

Step 2: Please choose hearing type as indicated on the charge letter:

☐ Administrative Hearing Officer (if taking responsibility for violation)
☐ University Conduct Board (to be determined by University Administrator)

__________________________________________________________________________

Student Notification Preference

Step 3: Please choose your preferred method(s) of receiving notifications:

☐ By Baker email ____________________________________________________________________@stu.bakeru.edu
☐ By campus mailbox # ___________________________________________________________________
☐ Other ____________________________________________________________________________

If you have not received written communication of your hearing within 3 business days, it is your responsibility to contact the Office of Residence Life or the respective Staff person who sent you the charge letter.

_____________________________    __________________________
Signature                        Date

STAFF USE:  Dr. Teresa Clounch