

**Baker University
Dean of Students Office
Acceptance/Denial of Responsibility**

Print all information. This form must be received by indicated due date and time on charge letter. Completed forms must be returned to Student Development, Harter Union. 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 594-8484 to set an appointment.

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

- Peer Review Board
- 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 _____
- 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 Dean of Student's office at 594-8484.

Signature

Date

STAFF USE (bold or circle one) **Cassy Bailey** **Teresa Clouch** **Kayla Smith** **Jon Bell**