As a Texas State University-San Marcos student alleged to have violated a policy, you will generally be given the opportunity to choose from two types of judicial conferences. The first type of judicial conference is the Administrative Review. This is a one-on-one type of meeting with a Residence Director. The other type of judicial conference involves the Housing and Residential Life Peer Review Board. This is a board composed and run by students who live in university housing.

Below is a general outline of each process.

**Administrative Review**

1. This is a meeting between you and an administrator, typically a Residence Director. The Residence Director who hears the case will usually be the one who manages the building where the alleged violation occurred. An exception to this would be if you or the Residence Director feels that the Residence Director cannot be impartial during the judicial conference. In this instance, another administrator would hear your case.

2. In the meeting, the Residence Director will ask you to describe the events that were involved in the incident and that led you to being charged with violating the policies.

3. The Residence Director will ask you questions regarding the incident in an effort to gather as much information as possible in order to make the best possible decision.

4. The Residence Director may have already spoken to other students involved (i.e. witnesses, RAs, and other students involved.)

5. The Residence Director may also speak with others involved after you have given your testimony.

6. The Residence Director will make a decision about your responsibility. You will either receive notice in the judicial conference or receive it in writing within three working days of your judicial conference.

**Residence Life Peer Review Board**

1. The peer review board hearing is a judicial conference between yourself and a board of at least five Texas State University-San Marcos students who live in university housing. A Residence Life staff member will advise the board.

2. The board will ask you to describe the events involved in the incident.

3. The board will ask you questions.

4. After you have given your testimony, the board may bring in witnesses involved in the incident and question them.

5. You will have the opportunity to ask questions of any witnesses to clarify what they said, and/or to support your testimony.

6. Once the board has questioned you and all of the witnesses, the board will deliberate to determine whether or not you have violated the policies.

**BE SURE TO READ THE OTHER PAGE FOR IMPORTANT INFORMATION REGARDING YOUR RIGHTS AS A TEXAS STATE STUDENT FACING A JUDICIAL CONFERENCE.**
Due Process Rights of Texas State University-San Marcos
Students Facing a Judicial Conference

As a Texas State University-San Marcos student, you are afforded the following due process rights when faced with a judicial conference. If you have any questions about these rights, you may contact Housing and Residential Life at (512) 245-3705.

1. **You have the right to remain silent.** You are not required to answer any questions you do not want to. However, for the best decision to be made, it is in your best interest to be as open and honest as possible.

2. **You have the right to hear and comment on all testimony.** You will have the opportunity to see and hear all reports, written or oral, from Housing and Residential Life, or any other witnesses or appropriate parties. (In an administrative review, witnesses are generally not used.)

3. **You have the right to witnesses.** You may bring persons who can support your testimony with you to the judicial conference. Please refrain from bringing character witnesses.

4. **You have the right to an advisor.** If you choose, you may bring one person with you to the judicial conference. This person acts as a consultant and support person for you. *This person cannot speak for you, or address the judicial board or administrator.*

5. **You have the right to appeal the decision.** You have the right to appeal the decision, based on established guidelines, within three (3) working days of receipt, in writing, of the judicial conference decision.

6. **You have the right to object to the administrative hearing officer or any peer review board member.** If for any reason you feel the administrative hearing officer or board member may be biased toward you, you may request another administrative hearing officer or the peer review member remove himself or herself from the judicial conference.