

## **University Park Housing Judicial Process Information**

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As a resident of University Park, you live in a community of individuals from different backgrounds, age groups and expectations. University Housing has created a review procedure, called the Judicial Process, to assure that all residents receive fair and equitable treatment when incidents occur that may violate their License agreements. This information sheet provides information about the possible outcomes of involvement in a violation of housing policy as specified in your License Agreement. Please read this information carefully, as it outlines your rights and responsibilities.

### **Your Rights**

*It is your right to understand the process and how it impacts you. It is your right:*

- ❖ To know the University Housing policies and regulations which you are asked to uphold.
- ❖ To see any charges or allegations against you in writing.
- ❖ To be able to state your response to a University Housing official.
- ❖ To receive a written outcome of the case upon resolution.
- ❖ To appeal the outcome based on appropriate criteria for appeal.

### **Your Responsibilities**

- ❖ You are responsible for knowing and adhering to University Housing policies.
- ❖ You are responsible for reading your University Housing License Agreement and *Community Living Guide*.
- ❖ You are responsible for scheduling and keeping appointments scheduled pertaining to the Judicial Process.
- ❖ You are responsible for being honest and accurate when providing information to University Housing officials.

### **Steps Involved in the Judicial Process**

1. Alleged violation occurs and your name is cited as possibly being involved or a witness. Most often this is written up in the form of an incident report or police report.
2. You are provided information that the incident may reflect a violation of Housing Policy. Usually, a letter is sent to you requesting you to schedule an appointment to discuss the incident with a University Housing official.
3. You meet with a University Housing official to determine the level of your involvement, if any, and/or responsibility for the incident or policy violation.

**As many of our University Housing policies are based on University policies and/or state and federal laws, a policy violation may be considered appropriate for one or more levels of review:**

- ❖ University Housing review
- ❖ Campus Judicial Officer for University review if you are an enrolled SFSU student
- ❖ University Police for criminal review

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### **Possible Sanctions and Outcomes**

- *If it is determined you are not responsible for the incident or policy violation, no further action will be taken. You will receive a letter stating you are not being held responsible.*
- *If it is determined you are responsible for the incident or policy violation, the following outcomes may be employed depending on the nature of the incident and policy violation and/or previous involvement in other incidents and/or policy violations:*
  1. You may receive a written warning.
  2. You may be asked to perform some type of community service, which may include dispute mediation.
  3. You may receive probation (meaning future policy violations may result in cancellation of your housing License Agreement).
  4. You may be relocated out of your current apartment or building.
  5. You may be referred to the University Police Department for criminal investigation.
  6. You may be removed from University Housing (eviction).
  7. If you are an enrolled SFSU student, you may be referred to other campus support services for intervention, education and support.
  8. If you are a SFSU enrolled student, you may be referred to the University Judicial Officer for further judicial review.
  9. You will receive an official letter outlining the policy violations for which you are being held responsible and the sanctions resulting from said violations. You will also receive your appeal rights and procedures.

### **Appeal Procedures**

*Requests for an appeal must be made in writing by the resident whose actions were the subject of the initial hearing or review. The appeal request must indicate one or more of the following:*

1. The incident/activity in question was not a violation of the University Park Housing License Agreement.
2. The resident's rights were violated by the administrative process.
3. The findings were unsubstantiated.
4. The sanction or outcome was inconsistent with prescribed sanctions/outcomes for similar cases.
5. Additional, relevant information has become available since the Hearing that is sufficient to alter the Hearing decision.