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|  | **Student Judicial Affairs**1900 Pico Blvd. 🞟 Santa Monica, CA 90405 🞟 Phone: 310-434-4220Website: www.smc.edu/disciplinarian  |

**Written Statement**

Directions: As a condition to meeting with a Student Judicial Affairs representative to discuss the conduct violation for which you were referred to our office, please answer all questions below by clicking the highlighted fields. Keep in mind that this statement provides your account of what happened and that it also reflects you. Take some time to reflect upon the incident, be thoughtful, honest, and write as many details as necessary. What you write on this statement will affect the outcome of this case. Take it seriously.

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| **Student Information** |
| Last Name: | Click to type response | First Name: | Click to type response |
| Address: | Click to type response |
| City: | Click to type response | State: | Click to type response | Zip Code: | Click to type response |
| Student ID: | Click to type response | Phone: | Click to type response |
| Meeting Date: | Click here to enter a date. | Email: | Click to type response |

I certify that the information discussed below is a true account of what happened on the date of the incident.
I have also read and am aware of my rights to due process as noted below.

*Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Q1. What happened?

Please type your response here

Q2. Do you accept responsibility for the alleged misconduct? Why or why not?

Please type your response here

Q3. Based on what happened, could you have done things differently? How?

Please type your response here

Q4. Is there anything else you would like for the Disciplinarian to know that would support your position?

Please type your response here

**Your Rights to Due Process**

For Academic Dishonesty Violations (AR4411, AR4412), you have the right to:

* Receive a written notice of the alleged violation(s);
* Request a meeting with the campus Ombudsperson in an effort to resolve the accusation informally;
* Request a meeting with a Student Judicial Affairs representative to discuss the alleged violation(s);
* Appeal instructor- or College Disciplinarian imposed sanction(s) to the SMC Honor Council and Superintendent/President (under select circumstances);
* Be informed of any sanction(s) imposed by the College Disciplinarian as a result of the violation(s);
* Write a response to each document included in your disciplinary record, and have it placed on record with the original document.

For Conduct Violations (AR4410), you have the right to:

* Receive a written notice of the alleged violation(s);
* Request a meeting with a Student Judicial Affairs representative to discuss the alleged violation(s);
* Be informed of any sanction(s) imposed by the College Disciplinarian as a result of the violation(s);
* Appeal instructor- or College Disciplinarian imposed sanction(s) to the SMC Honor Council (as relevant);
* Appeal a suspension/expulsion decisions to the Student Conduct Appeals Committee;
* Appeal decision of SMC Honor Council to Superintendent/President;
* Inspect and appeal information contained in the disciplinary file.