

Navigating the Initial Appointment Letter

What is an Initial Appointment letter?

An initial appointment letter is the first step in the university conduct process. It notifies you that a report has been submitted and invites you to a meeting with a Conduct Officer. Receiving this letter does not mean you are in violation of the Student Conduct Code or university policy. It means the university is reviewing a concern and wants to hear your side.

Why did I receive this?

Someone submitted a report regarding an incident or behavior that may violate the Student Conduct Code. The conduct process is designed to be educational, helping students learn and grow from challenging situations. This meeting allows you to: understand the concerns raised, ask questions about the process and share your perspective.

What should I do next?

1. Read the Letter Carefully. Note the date, time, and location (or Zoom link) of the meeting. Review the [Student Conduct System Handbook](#) or attached documents.
2. Obtain a [Procedural Advisor \(PA\)](#) (Optional). You may obtain a PA which is not required but offered as a resource. The person must be a full-time faculty/staff member or student at Syracuse University. They may not speak on your behalf but can attend with you for support or guidance on the conduct process..
3. [Request your file](#) and prepare for the meeting. Reflect on the incident being discussed, jot down your thoughts and questions, and bring any relevant information you'd like to share.
4. Know What to Expect. The meeting is a conversation, not a hearing. You'll be informed about the nature of the report and your options. You can clarify what happened and ask about next steps.

Can I speak with someone in advance to better understand the process?

Yes, you are encouraged to obtain a Procedural Advisor (PA), or meet with Community Standards staff, and/or Student Outreach and Support. It is best to schedule this meeting at least three business days before the meeting. Community Standards has a [list of trained PAs](#) that are available by request.

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What are my rights?

As a student in this process, you have the right to: Understand the nature of the concern. Review the information related to your case. Respond and share your perspective. Bring a Procedural Advisor. Request reasonable accommodations (for disability, mental health, or other needs). We encourage you to request to review your file. This give you access to the relevant information that will be discussed. You may request access to your file by completing the [File Request Form](#).

Who will be at the meeting?

You, a Conduct Officer and a Procedural Advisor (optional).

How long will I have to be at the meeting?

Generally, between 30 to 60 minutes, depending on how long the dialogue lasts between the student and Conduct Officer.

How do I request accommodations?

Students needing disability accommodations should contact Community Standards as early as possible, as accommodations are not retroactive. You may also reach out directly to the Center for Disability Resources at disabilityresources@syr.edu.

What happens If I do not attend the meeting?

Failure to attend a scheduled resolution meeting without providing prior notice may result in a decision being rendered in your absence. This procedure is in accordance with Part 7.6 of the Student Conduct System Handbook.

Who can I contact for follow-up questions?

Community Standards

Email: studentconduct@syr.edu

Phone: 315-443-3728

Student Outreach and Support

Email: studentsupport@syr.edu

Phone: 315-443-4357