

Petition for Readmission (Conferral of Degree) to the Subcommittee on Sexual Misconduct

- a. Persons who have been dismissed from the university for disciplinary reasons may petition for permission to re-enter the university.
- b. A petitioner is not a member of the university community. Petitioners must demonstrate that they are fit to return to the university community, not simply that they have completed all listed educational requirements and conditions (sanctions) in the dismissal letter resulting from the Subcommittee hearing.
- c. In order for a petition to be considered:
 1. The petition (letter and evidence of completion of all educational requirements and conditions (sanctions)) must be filed before November 1 for fall petition requests and before March 15 for spring requests. Please refer to the dismissal letter for the first semester of eligibility to petition.
 2. The petitioner must provide documentation that all educational requirements and conditions (sanctions) have been fully and completely satisfied. (Please see the document entitled, Instructions on How to Complete and Submit a Petition for Readmission which is included on pages two and three below.)
- d. This petition should minimally include:
 1. A description of the incident(s) for which the sanction was assigned and the responsibility the student had in the violation;
 2. A description of the behavioral changes the petitioner has made since the incident(s) and completion of the sanction(s);
 3. The petitioner's anticipated graduation date and the career and/or additional education plans he/she has following graduation.
- e. The Executive Director or her/his designee will appoint a Panel composed of three members of the Subcommittee on Sexual Misconduct to hear the petition. At least one faculty member and one student must be appointed to the Panel. If the petitioner is a graduate student, the Panel will include a representative of the Graduate College as a non-voting member. Once appointed, voting Panel members will select a faculty member to serve as Chair.
- f. Both the petitioner and the complainant will be invited to appear in person before the Panel to discuss the petitioner's request for readmission in ten-minute statements. All participants may be accompanied by an advisor to the petition hearing, but this advisor may not actively participate in the petition hearing. Both petitioners and complainants have the option of participating in the process over the phone, by video conference, or in person. Any witness testimony may be presented by written statement only.
- g. The complainant and the petitioner will present their statements to the Panel separately, with the complainant being invited to present her/his statement first. Neither the complainant nor the petitioner will be present while the other is making her/his statement.
- h. Petitions to the subcommittee may not be appealed by the petitioner or the complainant and are not audio recorded.
- i. The Panel will make its decisions by simple majority vote.
- j. The Panel may:
 1. Grant the petition and allow the petitioner to pursue the readmission process;
 2. Deny the petition and assign a new date and new requirements for the next consideration of the petition.
- k. Petitioners granted permission to pursue readmission are assigned the formal sanction of Conduct Probation until Graduation, unless a Panel determines strong mitigating factors warrant a lesser formal sanction. The Panel may also issue behavioral restrictions or educational sanctions that they deem appropriate.
 1. The Panel's decision to grant the petitioner the right to pursue the readmission process does not abrogate the right of any college to deny readmission on the basis of scholarship.

INSTRUCTIONS ON HOW TO COMPLETE AND SUBMIT A PETITION FOR READMISSION

ALL students who are dismissed from the University of Illinois at Urbana-Champaign must first successfully petition a Subcommittee on Student Conduct for readmission before any disciplinary hold will be lifted and gaining eligibility to register for classes or having a degree released (or the dismissal notation removed from the transcript if not returning to UIUC).

1. **Save and retain your original dismissal letter.** This is the letter you received (via email) at the conclusion of your disciplinary hearing. This letter will instruct you on all of the items that are required to be completed, documented, and verified to first be eligible to petition the Subcommittee for a readmission hearing.
2. **Fully complete ALL educational sanctions listed in your dismissal letter.** You cannot begin the petition process without all educational sanctions being completed. See item 6 below for specific information on completing each educational sanction. If you have a specific question about an educational sanction requirement that is not answered in this document, you should email your hearing officer (this is the dean that you originally met with prior to your Subcommittee hearing).
3. **Submit your complete petition by mailing the original of your entire petition (every document) via U.S. mail (except for drug test results which, to be accepted, MUST be sent directly from the testing agency).** This means, DO NOT send items separately. **IMPORTANT, make yourself a copy of everything you submit.** The Office for Student Conflict Resolution will not provide you a copy of the items you submit. Submit to: Office for Student Conflict Resolution, 300 Turner Student Services Building, 610 E. John St., Champaign, IL 61820.
4. **Contact your College Office.** When you are ready to submit your petition for readmission to the Office for Student Conflict Resolution, contact your College office to inform them you are petitioning the disciplinary Subcommittee for readmission and find out what you may need to do for your college to be eligible to register for classes if you are successful with your Subcommittee readmission hearing.
5. **Timeframe for Submitting your Petition.** You may not petition early. Your dismissal letter will state the earliest semester in which you are eligible to petition. If your dismissal letter states that you are eligible to submit a petition in fall for spring readmission, to be guaranteed a hearing prior to the end of a fall semester, you **MUST** submit your complete petition prior to or on November 1st. If you are eligible to submit your petition in spring for a fall readmission, you **MUST** submit your complete petition prior to or on March 15th to be guaranteed a petition hearing before the end of the spring semester. We will accept a petition after November 1st or March 15th but cannot guarantee a hearing will be held before the end of that semester.
6. **Specific Information for Types of Educational Sanctions.** Only the ones listed in your dismissal letter are required for your complete petition. Below is a list of the most frequently assigned educational sanctions.
 - a. **Petition Letter.** There is no length requirement. You need to use as many words as necessary to state your intent to petition; what you are petitioning for (i.e. readmission, release of your degree, or removal of the dismissal notation from your transcript if you never intend to return to UIUC); what changes you have made and what you have learned during your dismissal; and why the Subcommittee should consider your petition.
 - b. **Meeting with Professional Counselor or Substance Abuse Evaluation and Follow-Up Program(s).** You will need to find a facility with licensed professional counselors and/or therapists to conduct your initial evaluation. You could check with your doctor and/or a local hospital for recommendations if you are unsure of where to go for this evaluation. If you have a question as to the acceptance of the facility, you should email information to your hearing officer (this is the dean that you originally met with prior to your Subcommittee hearing) to be sure the facility is acceptable before you pay any money. If, as a result of your evaluation, your counselor and/or therapist recommends you complete any follow-up program(s), you **MUST** complete these as a requirement for your readmission. You will need to turn in with your petition a copy of the evaluation and verification of your completion of any required follow-up program(s). The evaluation is usually a multiple-page form but may also be a letter from your therapist. The verification of any follow-up program(s) may take many forms but must be verifiable documentation from the facility where the program was completed.
 - c. **Evidence of Being Drug Free (Drug Testing).** **Only test results submitted directly from the testing agency are acceptable for this sanction.** The testing agency can send the test result either via fax to the Office for Student Conflict Resolution (fax number: 217-333-4084) or mailed to 610 East John Street, 300 Turner Student Services Building, Champaign IL 61820. Any test results submitted by the student WILL NOT be accepted. It is also important that you sign a release of information form with the testing agency and ask them to fax or mail the test results directly to our office as stated above.

Evidence of Being Drug Free (continued)

You MUST do random tests THROUGHOUT your dismissal period. For example, tests taken weekly over a month or two are not acceptable. The Subcommittee needs verification that you are remaining drug free THROUGHOUT the period of your dismissal. Your original dismissal letter will state the required minimum number of drug test that MUST be taken for your petition to be considered. There is NO FLEXIBILITY in this requirement. You need to check in with the testing facility to be sure they are faxing the documents to our office. If you are unaware of where to complete these tests, you should check with your counselor and/or therapist, your doctor, or a local hospital to find a qualified facility. The cost for the tests is your responsibility.

- d. **Mandated Community Service.** You need to find a service organization which is educational, charitable, or not-for-profit to perform your service. You must NOT be paid for your work. You can either document your work hours by using our “log sheet” which can also be found on our website under common educational sanctions/mandated service or you can submit a signed letter from the organization. Either way, we will need contact information for the organization so we can verify your service work and hours. You will then submit the form(s) and/or letter(s) with your petition.
- e. **Research Paper and/or Reflective Essay.** This sanction will tell you the required length of your paper, the specific topic you are to write about and any other required information such as citing properly. Please understand that your paper will be first reviewed by your hearing officer for meeting these requirements along with your use of proper language, grammar and spelling. Your paper must be an individual effort and must be typed and double-spaced. If you fail to meet these requirements, you will be required by the hearing officer to redo this work and resubmit for approval before any petition for readmission hearing would be scheduled.
- f. **Successful Academic Work at Another Institution and/or Work History.** If you take classes at another institution during your dismissal, you can verify this by submitting an “unofficial” transcript and/or a letter from a professor. If you are working during your dismissal, you can submit several paystubs from a period of time (please no more than three (3)) which will show the time period you’ve been working and/or a letter from your employer. You do not need to work and take classes but you need to be able to show the Subcommittee that you have been using your time away from the University wisely by either taking classes and/or working. Contact your UIUC college office (or advisor) with questions about transfer credit.
- g. **No Contact Directive.** This is being issued to assure that you do not contact a particular person or person(s) during the period of your dismissal. You cannot contact this person or person(s) verbal or written, directly or through any third party. This also includes using any form of social media. Please understand that prior to any petition for readmission hearing, the individual or individuals that you were directed to have no contact with will be contacted by our office to verify this directive was followed. If there was any contact on your part, you will not be eligible for a petition for readmission.
- h. **No Trespass Directive.** Rule 311.c is being invoked to be sure that you do not trespass on any campus property (including campus owned buildings, venues, or streets and sidewalks) during the period of your dismissal. If you find that you need to be on campus for a particular reason (i.e. a meeting with an academic advisor), you must first get authorization from your hearing officer by sending them an email requesting permission for the day and timeframe and completely state the reason. Once approved, the hearing officer will send you an email and will copy the University police so they are aware of the day, time and area you are authorized to be in. Without this authorization, you will be violating the no trespass directive. You could then be subject to confrontation with University police and all this would negatively impact your petition.

This document has been created as a guide to help you through the process of petitioning for readmission. It is our hope that you will thoroughly read through this and retain it along with your dismissal letter. It should answer all your questions regarding the petition process. If you are unable to attend your petition hearing in person, please let us know as we can arrange to Skype or phone conference your hearing. If you need additional help understanding the petition hearing process, please reference Section 4.02 (b) – Student Petitions, Petitions to the Appropriate Subcommittee on Student Conduct on our website. http://www.conflictresolution.illinois.edu/student_discipline/article_4.asp#402