



To reistad@osu.edu and Smith, Kelly

Dear Student Conduct,

Regarding case number [REDACTED]

I will not be attending the preliminary conference [Wednesday, September 5, 2018](#) due to the lack of notice, no formal charges, and the inability to access an advisor on such short notice. Postponement ([3335-23-09 B](#)) states that two days notice is required in order to postpone a meeting and only one days notice was given for my meeting. Bylaw ([3335-23-09 A](#)) states that 10 days notice is required to be given by the university and the charges are to be openly given to the accused student. I will contact you later in the week regarding times that I am available to meet.

Regards,



Reply



September 4, 2018

Sent electronically [REDACTED]

PERSONAL AND CONFIDENTIAL

Regarding Case Number [REDACTED]

Dear [REDACTED]

Our office was provided information that describes conduct by you during the Spring 2018 semester. I am investigating whether this conduct may have violated the university's Code of Student Conduct:

I have scheduled a Preliminary Conference for 2:00 on Wednesday, September 5, 2018. The purpose of this conference is twofold. First, I will explain and answer your questions about the Student Conduct process. Second, you will have the opportunity to explain what happened, to provide materials, and to identify other individuals with information about the alleged incident. Please submit any relevant materials (including your own written statement, text messages, photos, emails, etc.) by email to me at smith.4941@osu.edu prior to our meeting.

You may bring one advisor or support person to your preliminary conference. Your advisor can be any person who is not involved as a witness or other participant in the case. Employees of the university's Student Advocacy Center (<http://advocacy.osu.edu>) are available to provide advisor services or other support throughout this process upon request. To find out more information

5. **Postponement** (3335-23-09 B.)

- a. The accused student may request a postponement for reasonable cause or a separate hearing from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale, and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing.

Statement of Student Rights

1. **Written notice of university charges** (3335-23-07 A.)

- a. Students shall be notified of university charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person, by placement in a student's residence hall mailbox, by email to the accused student's official university email address (which may direct the student to view the notice on a secure website), or by mail to the accused student's local or permanent address.