

## PARENT/GUARDIAN NOTIFICATION LETTER GUIDELINES

*You have been assigned a Parent/Guardian Notification Letter as part of the student accountability process. This letter provides you an opportunity to reflect upon your actions leading up to and at the time of the incident, as well as demonstrate the insight you have developed regarding the expectations required of every member of our campus community. You are expected to address all required prompts and meet the standards for format, grammar, style and quality of reflection in order to successfully complete this sanction. You are free to express, respectfully, your agreement or disagreement with what your experience has been in this situation.*

*This letter will be sent along with a cover page from Student Accountability & Community Standards in accordance with the University's Parental Notification Policy. However, we **highly** encourage you to discuss the incident with your parents/guardians before then.*

### **At a minimum, your letter must include the following:**

1. An address block, including the names and addresses of your parent(s)/guardian(s);
2. Your name, campus e-mail address and date;
3. A description of the incident that resulted in violations of the Code of Conduct and your decision-making process at the time;
4. A description of the Code of Conduct violation(s) you have been found responsible for, and how the community standard(s) contribute to the welfare of our community;
5. A reflection on how your actions were consistent and/or inconsistent with our community expectations;
6. A reflection as to how this incident has impacted you – your future plans and career goals – as well as those around you – family and friends, faculty/staff, campus community, local community, law enforcement, etc.;
7. Specific steps you will take to address the impact of your behavior on yourself and others moving forward;
8. A reflection as to how this incident will impact future decision-making as you continue your education at Salisbury University.
9. An explanation of all sanctions assigned to you, and any progress you have made towards completion; and
10. That Student Accountability & Community Standards will not discuss the details of your violation and sanctions unless you provide a written release, and that the Office of Student Conduct will be glad to answer any procedural questions your parent(s)/guardian(s).

Upon completion, you must submit the letter electronically as a Word Document or PDF to [studentconduct@salisbury.edu](mailto:studentconduct@salisbury.edu) by the deadline specified in your hearing outcome letter. This letter should **NOT** be sent directly to your parent(s)/guardian(s).