



WINSTON-SALEM STATE UNIVERSITY

Acceptance of Responsibility Form

This form gives you the option to accept responsibility for the incident described in your Notification Letter without participating in a conduct meeting or hearing. If you choose to accept responsibility, you are also agreeing to accept any sanctions assigned to you. A Decision Letter with your specific sanctions will be sent to your WSSU email within **24-72 hours** after we receive this form.

What happens if I accept responsibility?

1. You agree/accept the findings and sanctions assigned to you.
2. You do not have to attend a hearing.
3. It will be noted on your student record.
4. You give up the right to a hearing for this incident.
5. You give up the right to appeal the decision and/or any associated sanctions.

How do I accept responsibility?

1. Read your incident report and sanction letter carefully.
2. Complete this form by filling out your information and signing below.
3. Submit this form by your **hearing date**. If this form is not submitted and received, your hearing officer will proceed with the scheduled hearing stated within your letter

Important:

- If you don't submit this form by the scheduled hearing, your presence will be expected at your scheduled hearing date.
- Make sure you understand what you agree to before signing.
- Contact the Office of Community Standards & Civility if you have questions.

Student Information

Name: _____

Student ID: _____

Date: _____

Acknowledgment Statement

I, _____, have read and understand the charges listed in my Notification Letter. I am voluntarily accepting responsibility for this incident and understand that sanctions will be assigned by the Office of Community Standards & Civility.

Signature: _____ Date: _____