

Guidelines for Parental Notification

You must write a letter to your parents or guardians notifying them of the incident that resulted in your referral to the Office of Student Conduct. This is an opportunity for you to demonstrate the insight you have developed regarding the expectations required of every member of this scholarly community. At a minimum the letter must include the following:

- An address block, including the names and address of your parent(s)/guardian(s)
- A description of the incident that resulted in violations of the *Code of Student Conduct* and your decision-making process regarding your behaviors
- That your sanctions included a period of probation. You must define and describe probation in your letter as a “pre-suspension” status, meaning that if you are found responsible for other violations of the *Code of Student Conduct* during that period, you will be suspended or expelled from the University.
- A brief description of the University’s *Parental Notification Policy* and the condition that applies to your situation:
 - Student is under the age of 21; a first alcohol violation where aggravating factors were involved, or the student posed a threat of harm to self, others, or property.
 - Student is under the age of 21; a second or subsequent alcohol violation.
 - Student is under the age of 21 and was charged with possession or trafficking of a controlled substance.
- That the Office of Student Conduct cannot discuss the details of your violation and sanctions unless you provide a written release
- That the Office of Student Conduct will be glad to answer any procedural questions your parents/guardians may have. Provide contact information for the Office of Student Conduct and the hearing officer who resolved your case.
- Your name, student ID number, and date

Upon completion, you should submit the letter as a Word document via email to the hearing officer who resolved your case. This letter should **NOT** be sent directly to your parent(s)/guardian(s). Upon submission to the hearing officer, it will be sent along with a letter from the Office of Student Conduct that further explains NCSU policies regarding alcohol and drugs and any sanctions that have been imposed as a result of your violation of those policies.