

PERSONAL STATEMENT GUIDELINES

You have been assigned a Personal Statement as part of the student accountability process. This paper 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.

At a minimum, your personal statement must include the following:

1. A description of the incident that resulted in violations of the Code of Conduct and your decision-making process at the time;
2. 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;
3. A reflection on how your actions were consistent and/or inconsistent with our community expectations;
4. 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.;
5. Specific steps you will take to address the impact of your behavior on yourself and others moving forward;
6. A reflection as to how this incident will impact future decision-making as you continue your education at Salisbury University.

Please note that you may have been assigned additional prompts as a result of your incident; make sure to refer to your outcome letter for additional requirements.

Formatting guidelines for your paper:

- Include your name, student ID number, campus e-mail address, date of submission, and the name of the Case Administrator who resolved your case at the top of the first page;
- Typed, 12-point, Times New Roman font, standard one-inch margins, double spaced;
- Check your paper for spelling and grammatical errors;
- Paper must meet length and due date requirements as specified by your hearing officer in your decision letter;
- Paper must be submitted as a PDF document via the [Sanction Submission Form](#).