

## **Probation Adjustment Application**

*Office of Student Conduct and Community Standards  
Wilder 105 - 440-775-8788*

Please submit the following items via e-mail to:

*Thom Julian (Director of Student Conduct and Community Standards) at [tjulian@oberlin.edu](mailto:tjulian@oberlin.edu)*

1. Main Application
  - a. Name and T-Number
  - b. Academic Year and Expected Graduation Date
  - c. List of student conduct history with infractions, sanctions, and status  
(If you need your history, please contact Thom Julian at [tjulian@oberlin.edu](mailto:tjulian@oberlin.edu))
  - d. Length of time since last student conduct hearing
  - e. In 500 words or more, please describe what you have learned and how have you altered your behavior since your last student conduct hearing?
  - f. In 1000 words or more, if granted probation relief or removal, how will you better balance the relationship between your personal freedom and your responsibilities to the Oberlin community (if graduating, how will you better balance these post-graduation)?
2. Letter of Support
  - a. Letter 1: This letter is an official letter submitted by any person who knows you well in support of your probation adjustment. This letter should discuss your contributions to the Oberlin Community and their accounts of your behavior.

### Notes:

- Once this application is complete, you will meet with the Director of Student Conduct and Community Standards, a student Community Board Member, and a faculty Community Board Member. You are able to bring an advisor to this meeting.
- Please keep in mind that probation may be reduced or removed depending on the time since last incident, quality of reflection, and nature of previous offenses.
  - This application does not guarantee a probation adjustment. However, if the Director of Student Conduct declines your application, you may appeal a declined application to the community board.
  - While deferred probation is not normally reported externally, some post-graduate schools want more information. You will need to give the Office of the Dean of Students permission to disclose this information during the Dean Certification process.
  - If you have an infraction after an adjusted probation, you will not be subject to your previous status (i.e. if you have a probation reduced to written warning, your next case will be treated at the written warning level).
- In most cases, a minimum of six academic months since receiving the probation you are seeking consideration for needs to pass prior to your application being considered. However, if there is a special circumstance (i.e. impending graduation or study away), applications can be considered prior to the six month waiting period.

*If you have additional questions, please contact Thom Julian at [tjulian@oberlin.edu](mailto:tjulian@oberlin.edu).*