

# **EXHIBIT Y**



Michigan Technological University

Office of Academic and Community Conduct

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Houghton, MI 49931  
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19 November, 2015

Tony Ruiz Superior Law, PLLC

Via email: t.ruiz@superiorlapllc.com

Re: Email regarding Matthew Schutlz

Dear Mr. Ruiz,

Thank you for your email, concerning Matthew Schutlz and your request to be present at any future meetings. The purpose of the student conduct process is to determine responsibility, not guilt or innocence. This is not a criminal or civil trial; it is educational in nature, although sanctions can be imposed if a student is responsible for a conduct violation.

At the moment we are in the formal pathway of the student code process. Typically a student would be sent notice of the alleged violations(s), the range of sanctions related to the violations(s) and the date time and location for an initial conference. If the student fails to appear at the initial conference, the hearing officer may consider all information true and accurate and take appropriate administrative action(s).

The purpose of the Initial Conference, (in which Matthew will meet with me) is to provide him with more information about the reported incident and explain the procedures that will be followed. At the initial conference your client will be able to respond as either responsible or not responsible for the violation(s) that were emailed to him on November 16. Attorneys are not permitted at initial conferences.

To deny responsibility for the violations(s) during the initial conference would lead to a referral to the University Conduct Board. No immediate hearing would be held and your client would be notified in writing of the hearing date.

Under very limited circumstances (pending criminal charges), attorneys may attend, University Conduct Board Hearings, (not the Initial Conference). An attorney may advise a participant, but may not take part directly in the hearing itself, however.

More information about our student conduct procedures can be found on our website at:  
<http://www.mtu.edu/conduct/>

If you have any additional questions, please feel free to contact our office at the above contact details.

[www.mtu.edu](http://www.mtu.edu)

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**Sincerely**

**Rhys Edwards**  
**Office of Academic and Community Conduct**

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