



Office of Student Conduct

Appeal Form

Name: _____ Date: _____

SID#: _____ Phone Number: _____

Local Address: _____

Date of Hearing: _____ Code Sections Found In Violation: _____

REASONS FOR APPEAL

Appeals are possible when one or more of the following circumstances apply:

1. Student received an excessive sanction when compared to previous sanctions for similar violations under similar circumstances.
2. Discovery of significant new information relevant to the case.
3. Procedural error regarding the student's rights involving error in the administration of judicial procedures by the hearing body/officer or the Office of Student Conduct.
4. If you are the complainant (victim), you can also appeal if you feel the outcome of the hearing was arrived at improperly.

Please answer the following key questions related to your judicial case:

Do you believe any of your rights were violated due to procedural error?

_____ Yes _____ No

Do you believe you have any new substantial evidence relevant to your case?

_____ Yes _____ No

Do you believe the sanction(s) imposed was excessive when compared with previous sanctions for similar violations under similar circumstances?

_____ Yes _____ No

(Victim) Do you believe the outcome of the hearing was arrived at improperly?

_____ Yes _____ No

An answer of "Yes" to any of the questions listed above provides grounds for appeal. Please attach a typed narrative with this form which provides specific information relevant to that question(s).



WRITING AN EFFECTIVE APPEAL

In order to write an effective appeal, you must:

1. State the grounds for the appeal.
2. Provide strong supporting information for those grounds.
3. Conclude with a closing statement.

***Provide all appropriate information, because the Dean of Students may make a decision based strictly on your written statement.

APPEAL DUE DATE AND IMPORTANT INFORMATION

APPEALS MUST BE SUBMITTED BY 4:00 P.M. ON THE FIFTH SCHOOL DAY AFTER THE INITIAL DECISION IS RENDERED.

Appeals are to be submitted to the Dean of Students Office in the University Center, 422. If there is a basis for appeal, the Dean of Students will review the case and make recommendations based on his/her findings.

An appealed case merits being considered based on the conditions outlined on the reverse side. The process of appeal is not for retrying or rehearing a case. Decisions made by the Dean of Students can result in one of the following: to lessen the consequence(s) based on a finding that the decision/sanction(s) were excessive or not in line with past practice; to modify the sanction(s) or decision based on the case review; or in very limited situations to grant a new hearing based on new information or failure to follow the due process.

Office of Student Conduct:

University Center, 422 – Mail Stop 1500 – Phone: (573) 651- 2264 – Fax: (573) 986-7388

(See reverse side for additional information.)