

APPEALS

Appeals are not re-hearings and will not be granted solely on a student's disagreement with the outcome. The director of residence life, or in some cases, the dean of campus life, (referred to in this document as the "appeal officer") will review all requests for appeal to determine if appropriate grounds for filing an appeal are followed.

To initiate this process, the student must write and submit, on his or her own behalf, a request to the director of residence life (or dean of campus life) within two business days after receiving notification of the initial decision. The request for an appeal must include a statement explaining the grounds for the appeal, all relevant supporting information, and documentation and the desired outcome of the appeal request.

The grounds for an appeal must be based upon one of the following:

- **Procedural error:** A procedural error occurred during the original conduct process that significantly impacted the outcome of the hearing.
- **New information:** Specification of new information, unavailable at the time of the conduct meeting, that if introduced would have significantly affected the outcome of the conduct meeting. A detailed account of the new information must be clearly specified. Information is not considered new if the student did not attend the original hearing or voluntarily withheld during the original hearing.
- **Excessively severe sanction:** The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.

Once the director of residence life/dean of campus life has reviewed the appeal request, he/she will respond in one of the following ways:

1. **The appeal has been granted.** The original staff member who issued the original sanction will review the prior sanction, and modify and/or change the outcome based on direction provided by the appeal officer.
2. **The appeal has been denied.** The appeal can be denied for a variety of reasons, including that the appeal officer determines that the request has not satisfied one or more of the aforementioned grounds (above, in bold).
3. **The appeal request needs clarification.** In certain cases, the appeal officer may request a meeting with the appealing student to answer questions, provide more information, or discuss the sanction or event. After this clarification meeting, the appeal officer will render a judgment regarding the appeal request.