



## Request for Appeal Form

*Request for appeals must be made within 72 hours of the judicial hearing finding. Please submit this form and supporting documentation to Jason Rahn, Associate Vice President for Student Life and Dean of Students.*

Name: \_\_\_\_\_ L#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

A request for an appeal will only be considered if it meets one of the following (please check which one you are basing the appeal):

- Decision made contrary to existing University policy
- Information used to reach decision was incomplete or inaccurate
- Circumstances beyond the control of the student prevented the student from responding to allegation in a timely manner

On a separate sheet of paper, please describe why you are appealing. Include the date, time, and location of incident, judicial hearing outcome and sanction, and any other pertinent information.

By signing below, I understand that

- there is only one appeal allowed for each case.
- this form is only a request for an appeal and does not guarantee that I will get an appeal.
- I accept all decisions made after this appeal process.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Procedures for Non-Academic Policy Violations**

1. Incident Report submitted to Judicial Affairs.
2. Judicial Officer reviews Incident Report, determines possible policy violations.
3. Judicial Officer emails "Come See Me" letter to student(s) involved:
  - a. Mentions Incident
  - b. Lists possible policy(s) violated
  - c. States date, time and location of meeting
  - d. States ramifications of not showing
4. Judicial Officer meets with student(s)
  - a. If no show, proceed with the next step.
5. Judicial Officer reviews evidence and statements.
6. Judicial Officer makes informal decision (Responsible or Not Responsible).
7. Judicial Officer (possibly in collaboration with student) assigns appropriate sanction(s).
  - a. NOTE: Steps 4-7 can all take place at the meeting with student if conversation and situation allows.
8. If not able to make decision at meeting, then bring findings to another Judicial Officer for review and finding.
9. Judicial Officer emails sanction letter to student:
  - a. Lists decision of responsible or not responsible
  - b. If responsible, states sanction(s) and due date(s)
  - c. States information on right to request an appeal
10. Judicial Officer will follow up on sanction(s) deadline(s).
11. Judicial Officer will create Investigative Report and update student Judicial File.

### **Appealing Decisions**

1. Right to Appeal: Students have the right to request an appeal a decision made by the Judicial Body regarding violations and/or sanctions. All appeals must be made in writing and submitted to the Judicial Advisor within 72 hours of the decision. If a student chooses not to schedule and/or attend a hearing, a determination is made about his or her involvement without his or her input, and the student's right to appeal is forfeited.
2. Line of Appeal: Decisions made by the Judicial Body are appealed to the Judicial Advisor with final appeals being sent to the Appellate Board. Decisions made by the Appellate Board are final
3. Reviewing Appeals: Appeals will be reviewed on the following basis:
  - a. That the decision was made contrary to existing University policy,
  - b. That information used to reach a decision was incomplete or inaccurate, and/or
  - c. That circumstances beyond the control of the student prevented the student from responding to the allegation in a timely manner.