REQUEST FOR APPELLATE CONSIDERATION

Name:  

Student ID #:  

THIS APPEAL FORM MUST BE RETURNED TO THE OFFICE OF STUDENT STANDARDS AND CONDUCT, POMB 110, WITHIN 5 BUSINESS DAYS AND MUST BE SUBMITTED DURING OFFICIAL BUSINESS HOURS (M-F 8:00 A.M. – 5:00 P.M.).

INSTRUCTIONS: You are to list below each decision and/or sanction which you wish to appeal. Explain in detail the reasons for the appeal which you believe apply to your case. Make certain that your reasons are substantial, verifiable, and adhere to the criteria listed below. Attach any related documents that you have to support your stated reasons.

The appeal authority will limit its review of the original hearing record to the following four issues. Check the issues that will be addressed in your appeal. (Check all that apply)

( ) 1. The special procedures were not followed and that affected the hearing outcome.
( ) 2. New evidence has become available that was not available during the time of the original hearing.
( ) 3. The sanction(s) imposed are outside the University’s sanction range for such violations and/or not justified by the nature of the offense.
( ) 4. An objective assessment of the evidence under the preponderance of evidence standards supports a finding of responsibility.

The following written records will be reviewed in conjunction with the consideration of your request for appellate consideration: the record of the administrative hearing with the three person panel and any prior appeal decision/s and response/s (if applicable). The record will include all relevant documents and if appropriate, a statement from the panel that summarizes the case and the reasons supporting the disciplinary decision. The appellate authority will not have any communication with you to discuss your appeal. Therefore, be advised that the decision to approve, reject, or modify the decision in question or remand the case to a hearing officer for a new hearing will depend upon the clarity of this written request and upon the merit of its supporting documentation and/or argument. Attach additional pages to this form as necessary. (Please type or print all information given.)

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Please sign and return this form to the Office of Student Standards and Conduct. Failure to return this form to the Office of Student Standards and Conduct within 5 business days will result in a denial of an appeal hearing and previous decisions/sanctions being upheld and enforced.

____________________________________              _______________________
Student Signature  Date

Rev. 2.24.14