

## Appeals

Appeals are not re-hearings and will not be granted based solely on a student's disagreement with the outcome. The Dean of Students' Office 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 Dean of Students' Office within 5 business days after receiving notification of the initial decision. The request for an appeal must be accompanied by the Dean of Students' Appeal Form (to be issued by the Dean of Students' Office) and 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:

1. **Procedural Error:** A procedural error(s) occurred during the original conduct process that significantly impacted the outcome of the hearing.
2. **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 information during the original hearing.

If the Dean of Students or designee determines within 5 business days that the request satisfies one or more of the aforementioned grounds, they will convene the Appeals Committee, thus the student's request for an appeal will be reviewed by the Committee. The purpose of the appeal is not to provide a second hearing of the case. The Appeals Committee will not meet with the student or re-hear the case.

## Appeal Procedure

1. The Dean of Students or designee will select, by lottery, an Appeals Committee comprised of five representatives from three pools (student, faculty, staff) with at least one representative but no more than two from each pool.
2. Copies of all pertinent documentation will be made available to the Appeals Committee at the time of the review. All materials received shall be returned at the conclusion of the final committee decision.
3. Once the Appeals Committee convenes, all will review the documentation as a group.
4. The Appeals Committee will meet to make a recommendation to uphold or modify the original disciplinary action within ten business days of the procedure being initiated when the University is in session. When there is an appeal on the grounds of new information and the appeals committee finds that the new information may have significantly affected the outcome of the original hearing, the original hearing body will be reconvened to consider the new information. This is not a re-hearing but an opportunity for the new information to be presented by the respondent and examined by the complainant. The Appeals Committee will only review the grounds in which the student has appealed.
5. The Appeals Committee's recommendation is forwarded to the Vice President for Student Affairs. If the Vice President for Student Affairs is party to the review, the recommendation is sent to the Provost. The Vice President for Student Affairs (or Provost) will have up to 10 business days to review all material and make a determination.
6. The decision of the Vice President for Student Affairs or Provost to uphold, modify or dismiss the initial outcome is final and binding.

Appeals committee members

For the Academic Year 2017-2018, the faculty, staff and student pools for the appeals committee are:

### Staff

Mrs. Kelly Powers  
Dr. Sami Nassim  
Ms. Aida Neary

### Faculty

Dr. Bert Emerson  
Dr. Nadia Abgrab  
Dr. Michael Brady

### Students

Mr. David Fairchild  
Ms. Lauren Healy  
Ms. Karina Raposa

Dr. Susan Pratt  
Ms Colleen Emerson

Dr. Arlene Nicholas  
Dr. Arthur Frankel

Ms. Olivia Papi  
Ms. Katherine Gillespie

Staff members and faculty members are selected by their respective supervisors in conjunction with the Dean of Students.

**Third Parties**

Attorneys may not attend conduct hearings or meetings. Parents or legal guardians of a student, regardless of their relationship with the University, are not permitted to be present at any hearing. All questions or concerns (written or verbal) will be referred directly to the Dean of Students or designee or the University's legal counsel through the Dean of Students' Office. All substantive questions, concerns, and comments concerning student discipline, as well as any written correspondence, including the filing of an appeal, must come directly from and be signed by the student(s) involved. The only exception to this definition can be found under the [Sexual Misconduct Policy](#).