

Appeal Process

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 an appeal to verify that appropriate grounds for filing an appeal are followed. For the duration of an appeals process, any and all imposed disciplinary sanctions remain in place pending the outcome of the appeal.

To initiate this process, the student must write and submit, on their own behalf, this form and supporting documentation to the Dean of Students' Office within 5 days after receiving (written) notification of the initial decision. The appeal must be accompanied by this Dean of Students' Appeal Form (to be issued by the Dean of Students' Office) and must include a statement supporting the grounds for the appeal and all relevant supporting information. This will then be submitted to the Appeals Officer.

In a situation when another university community member is directly affected by an incident involving violence and the responding party files an appeal, the affected university community member is entitled to review the appeal. They are then able to provide a written response, within 2 days, and submit it to the Dean of Students' Office/Appeals Officer.

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

- **Procedural Error:** A procedural error(s) occurred during the conduct process that significantly impacted the outcome.
- **New Information:** Discovery 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 meeting(s) or voluntarily withheld information during the original meeting(s).

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- The appeal form, along with written statement and all relevant supporting information and documentation is submitted to the Appeals Officer.
- When there is an appeal on the grounds of new information and the Appeals Officer finds that the new information may have significantly affected the outcome of the original hearing, then the original hearing body will reconvene to consider the new information. This is not a re-hearing but an opportunity for the new information to be presented by the appealing party.
- When there is an appeal on the grounds of procedural error, the Appeals Officer will determine if the procedural error occurred, and if so if that procedural error would have significantly impacted the outcome. If so, the university will decide if the error can be corrected and remanded back to the original hearing body, or if a new hearing is initiated.
- All documentation is reviewed, and a decision is made within ten days of the process being initiated.
- The decision of the Appeals Officer regarding the appeal is final and binding.

Third Parties

Attorneys may not attend procedural interviews, 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 procedural interview, conduct hearing, or meeting. 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](#).