

Appeal Information

Unlike the administrative meeting or full hearing processes, the appeals process relies solely on the submission of written statements. Either you, as the Respondent, or the Dean of Students can appeal a decision made by the Conduct Officer or Hearing Officer by submitting a written appeal one any of the following grounds:

1. The sanctions imposed are inappropriate and/or not commensurate with the circumstances;¹
2. A procedural irregularity affected the outcome of the matter;
3. There is new evidence that was not reasonably available at the time of the determination regarding responsibility that could affect the outcome of the matter; or
4. The Dean of Students, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against a party that affected the outcome of the matter.

The appeal itself should be approached like a position paper. While there is no limit on how long or short the appeal statement should be, on average, Respondents have submitted appeals averaging two pages in length. To assist you with this process, the Office of Student Conduct and Intervention has created a *Template for an Appeal Submission*, which is available through the [Student Conduct – Student Resource](#) website.

Keep in mind, the first thing you should do when writing an appeal paper is to brainstorm a list of every reason why the appeal should be granted. Each idea should be a clear, concise, succinct sentence. These reasons should relate directly to why you are appealing the finding or the sanction.

If you need assistance throughout the appeal process, you are more than welcome to contact your designated Conduct Officer or another representative from the Office of Student Conduct and Intervention.

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¹ This is the only appeal option available for administrative dispositions under the *Manual of Policies and Procedures for Student Affairs* §8-803(e).

