

# Appellate Review Request Form

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent Address and Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

*Accused students or complainants may appeal both the decision and the sanction imposed by judicial hearing bodies (student deans, resident directors, and faculty members in informal hearings; the Student Discipline Committee in formal hearings). **Such appeals must be presented in writing within five (5) college business days of the decision and shall be presented to the Vice President for Student Life, who serves as ex officio secretary of the Appellate Board.***

*Except as required to explain the basis of new evidence, an appeal shall be limited to review of the written record of the initial hearing, or verbatim record if one exists, supporting documents, and appropriate interviews with the appellant and judicial hearing body for one or more of the following purposes.*

*Taken from the Student Conduct Code, Article VII: Appeals*

Please check the appropriate box that describes the rationale for why you are choosing to appeal. Please attach any statements or other information that supports your appeal.

To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred according to the preponderance of evidence standard.

To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.

To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date