

FORMAL HEARING APPEAL PROCEDURES AND SUBMISSION FORM

Student Name: _____ **Student ID Number:** _____

Phone: _____ **Email:** _____

Please indicate on this form your reason(s) for appeal and attach documentation with your answers to the questions that relate to your appeal. At least one of the following (New Information, Procedural Error, or Inconsistent Finding) must apply to your appeal, and every appeal must include the desired outcome).

New Information

New information or relevant facts that were not brought out in the original hearing and were not known or knowable at the time of the hearing.

A. What information was not available or known to exist at the time of the hearing? Please include documentation for any new information you would like to be considered.

B. Why was this information not available at the time of the hearing?

Procedural Error(s)

When the procedures of the conduct process were not followed and substantially impacted the fairness of the hearing.

A. What procedural error(s) occurred?

B. How did these procedural error(s) substantially impact the fairness of the hearing?

Inconsistent Finding

The finding was inconsistent with the weight of the information.

A. Which finding was inconsistent?

B. Why was the finding inconsistent with the weight of the information?

What is your desired outcome for this appeal?

More information regarding the Appeals Process can be found in the Student Code of Conduct.

Office of Student Rights and Responsibilities

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