Procedure Manual

<table>
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<th>SUBJECT:</th>
<th>Student Affairs</th>
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<td>PROCEDURE:</td>
<td>300.1.2 Student Conduct Appeal</td>
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<td>EFFECTIVE:</td>
<td>March 2012</td>
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<td>REVISED:</td>
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Procedure

Initial Appeal

Students wishing to appeal the decision of the Executive Director of Student Services or designee concerning a violation of the Student Conduct Code must specifically allege and factually support one or more of the following:

1. There was an error in the procedure or the interpretation of the Student Conduct Code which substantially affected the decision.
2. The student has discovered new evidence, not previously available, which would have materially affected the decision.
3. The sanctions imposed are not appropriate given the nature of the violation.

If a sufficient claim exists under one or more of the specified grounds, the student may appeal the decision using the following steps:

1. Within five (5) business days of the determination notice being sent by email, the student must meet with their college academic advisor and submit the Student Conduct Decision Appeal form to the CEO/Dean’s office.
2. Upon receipt of the appeal form, the CEO/Dean’s office will convene a three-person committee to determine if the sanctions will remain or be lifted. The committee will consist of one executive team member (other than the Executive Director of Student Services), one faculty member, and one non-instructional staff.
3. The appeal committee will review the appeal and within ten (10) business days notify the Executive Director of Student Services or designee and the student of the decision via email.
4. If the committee determines sanctions will be imposed or previous sanctions will be lifted, the Executive Director of Student Services or designee will do so immediately upon notification.

Appeal to the CEO/Dean

If the student or the Executive Director of Student Services or designee wishes to appeal the committee’s decision, a second appeal may be made to the CEO/Dean using the following steps:

1. The party must submit an Appeal to the CEO/Dean form within five (5) business days of the appeal committee’s notification of determination. The appeal must specifically allege and factually support one or more of the following:
   a. There was an error in the appeal procedure or the interpretation of the Student Conduct Code which substantially affected the decision.
   b. The individual has discovered new evidence pertinent to the original investigation since the appeal, not previously available, which would have materially affected the decision.
c. The sanction(s) or lack thereof imposed are not appropriate given the nature of the violation.

2. If a student is appealing, the person must meet with a college academic advisor prior to completing the form.

3. The CEO/Dean will review all the initial investigation materials, original appeal form and documentation, determination of the appeal committee, and the Appeal to the CEO/Dean form and information.

4. The student and the Executive Director of Student Services or designee will be notified of the CEO/Dean’s decision in writing by email within ten (10) business days of receipt of the appeal form. All decisions made by the CEO/Dean are final.

**Related Manuals/Forms**

Student Conduct Decision Appeal form

Appeal to the CEO/Dean form