



<b>SUBJECT:</b>	Student Affairs			
<b>PROCEDURE:</b>	300.1.2 Student Conduct Appeal			
<b>RELATED POLICY:</b>	300.1 Student Conduct			
<b>EFFECTIVE:</b>	March 2012	<b>REVISED:</b>	September 2024	<b>REVIEWED:</b>

**Procedure**

Initial Appeal

Students wishing to appeal the decision of the executive director of student services or designee concerning a violation of the Student Code of Conduct 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 is presented under one or more of the specified grounds, the student may appeal the decision of the executive director of student services or designee. Students wishing to appeal must meet with their college advisor and submit the Student Conduct Decision Appeal form along with all supporting documentation within five (5) business days from the time the determination notice was sent to the student through their preferred email account.

At that time, the CEO/dean’s office will convene a three-person committee to determine if the sanctions will remain or be lifted. This committee will consist of an executive team member, a faculty member, and a non-instructional staff. The student and the executive director of student services or designee will be notified within ten (10) business days of the appeal submission of the appeal committee’s decision via email. 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 to the CEO/dean, either may 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:

1. There was an error in the appeal procedure or the interpretation of the Student Conduct Code which substantially affected the decision.
2. The individual has discovered new evidence pertinent to the original investigation since the appeal, not previously available, which would have materially affected the decision.
3. The sanction(s) or lack thereof imposed are not appropriate given the nature of the violation.

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