



SCC STUDENT CODE OF CONDUCT APPEAL FORM

Name Student ID# Date

Address City State Zip

Day Phone # Evening Phone #

DATE(S) WHEN FORMAL CONDUCT HEARING OUTCOME RECEIVED: _____

According to the SCC Student Code of Conduct, an appeal request can be filed within THREE days of the Formal Conduct Committee Hearing outcome when a party wishes to present for consideration new evidence or challenge the sanction.

Appeals requests are limited to the following grounds:

- a) A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
b) New evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction needs to be considered. A summary of this new evidence and its potential impact must be included;
1. Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence "unavailable" at the time of the hearing.
2. The Dean of Students or designee is expected to consult with the chair of the original panel to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding or sanction.

The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.

Please describe the appeal justification (see above):

Multiple horizontal lines for writing the appeal justification.

Please describe the resolution being requested:

STUDENTS WILL BE NOTIFIED ABOUT THE STATUS OF THEIR APPEAL WITHIN TWELVE (12) BUSINESS DAYS OF RECEIPT OF THIS FORM UNLESS AN ALTERNATE DATE HAS BEEN MUTUALLY AGREED UPON.

For additional information on the Appeal Process, please consult the current SCC College Catalog under the section Student Code of Conduct or at www.southeast.edu/studentconduct.

*****Please submit this completed form to the Dean of Students. Be sure to include any additional documentation to be reviewed by the Conduct Committee*****

Signature of Student

Date

Appeal Request Received by Dean of Students

Date

Appeal Received by Vice President of Student Affairs

Date

Appeal Request Approved

Appeal Request Denied

Justification: _____

If the appeal is denied, the original finding and sanction will stand and the decision is final.

If the appeal request is approved, the VP of Student Services remands the appeal to the original decision-maker(s), typically within 3-5 business days. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new Conduct Committee will be constituted to reconsider the matter. The VP of Student Services will have final authority to approve all those serving on the panel.

Full rehearings by the Conduct Committee Hearing are not permitted.

In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The original decision-maker or new Conduct Committee **will limit its review to the new evidence or sanction challenges** presented.

All decisions of the original decision-maker or new Conduct Committee are to be made within seven (7) business days and are final, as are any decisions made by the original hearing body, Dean of Student Affairs or Title IX Coordinator as the result of reconsideration consistent with instructions from the VP of Student Services.