



What Cases are Eligible for Appeals?

Any case heard by the Student Conduct Board or Community Hearing Board may be appealed as long as it meets the appeal criteria outlined in the Code of Conduct. The Code states cases may be appealed for one or more of the following reasons:

- Procedural error, which had a bearing on the original decision.
- New information that was not available at the time of the hearing that would affect the original decision.
- Disproportionate nature of the assigned outcomes to the violation.

How Do I Submit My Appeal?

Individual Students and Recognized Student Organizations (RSOs) must submit their appeal in writing within five (5) business days of their outcome letter. Appeals should be submitted to this [form](#) for consideration. The appeal materials should be complete at the time of submission.

What if I Need Additional Time?

A Respondent may request an extension to submit their materials by contacting the Office of Community Standards in writing at communitystandards@sewanee.edu. The Appeals Board Chair will review this request and make a decision about an extension.

What Happens After I Submit My Appeal?

The Appeals Board Chair, a trained faculty member, will review the appeal submission to ensure it is complete and meets the criteria for appeal. Respondents will be notified in writing to their University email address within seven (7) business days if their appeal meets the criteria. Appeals that meet the criteria will be reviewed by the Appeals Board for determination. If the appeal does not meet the criteria, the original outcome from the Hearing Board will be the final outcome.

Who Serves on the Appeals Board?

The Appeals Board oversees and resolves appeals to outcomes of the resolution process as described in this Code of Conduct. The board has three members selected from a larger pool—one faculty as chair, one staff, and one student – selected and trained by the Office of Community Standards. The members of the Appeals Board have not served on the prior hearing boards for the cases they review.

What Options Does the Appeals Board Have?

The Appeals Board reviews the information submitted by the Respondent in their appeal request and the case file maintained by the Office of Community Standards to make their decision about the appeal. They do not meet with the Respondent, Complainant, or any witnesses in the appeal process. After a review of the information, the Appeals Board can:

- affirm the original decision(s) regarding responsibility and sanctions,
- affirm the original decision(s) regarding responsibility and modifying the sanctions,
- send the matter back for a rehearing by the Student Conduct Board or Community Hearing Board, whichever heard the original case according to the procedures of the



respective hearing board, if a procedural error is found to have impacted the original outcome, or

- reverse the original decisions regarding responsibility and eliminating the outcomes.

When Will I Find Out the Results of My Appeal?

Official decisions of the appeal will be sent to the Respondent within seven (7) business days of the referral to the Appeals Board. This notice comes via email to the student's University email address.

What if I Disagree with the Appeal Outcome?

The decision of the Appeals Board is final. This includes the Chair's determination of eligibility for appeal.

Why is an Appeal Managed by a Board?

Appeals are heard by a board of three people to provide as much impartiality as possible when reviewing appeals. The board has also participated in training to ensure they are familiar with the University's policies and procedures including the Code of Conduct.