

# Procedure For Appeal

A student accused of non-academic misconduct may appeal the decision of the Student Disciplinary Committee or the Director of Student Services through the following process:

The accused must submit a written appeal to the Chairperson of the Appeals Board. The appeal must be requested within five (5) days, excluding Saturdays and Sundays and official College holidays following the receipt of the decision of the Student Disciplinary Committee or the Director of Student Services. If a student chooses to exercise the right of appeal, his/her status may remain unchanged as determined by the Student Disciplinary Committee or the Director of Student Services until the appeals process has ended. Therefore, sanctions as determined by the Student Disciplinary Committee or the Director of Student Services, except in cases of threat of danger to the campus community, should not take effect until the student has exhausted the appeals process.

1. The appeal is limited to review of the full report of the Student Disciplinary Committee or the Director of Student Services. The Appeals Board may uphold the decision rendered by the Student Disciplinary Committee or Director of Student Services, amend the decision, or overturn the decision.
2. Within three (3) days of the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board Chairperson must set a time, date, and a location for the meeting of the Board.
3. Within two (2) days after hearing the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board shall send written notice of its decision to the student and to all appropriate members of the College community.

If, after following the procedure outlined above, the student still seeks redress, he/she may appeal to the College President. This appeal to the President must be made in writing, must state the reason(s) for the appeal, and must be submitted within two (2) days, excluding Saturdays and Sundays and official College holidays, of receipt of notice by the student(s) of the decision of the Appeals Board.

The decision of the President is final. The President may approve, overturn, or amend the prior decision(s). The President shall send the student and all appropriate College personnel written notification of the decision rendered.

**NOTE:** *All Disciplinary activities will be noted in the student's disciplinary record.*