Division of Student Affairs
Appeal Form

Part 1. Administrative Data

Name: ________________________________ (Last Name) ________________________________ (First Name) ________________________________ (MI)

Campus/Local Address: ___________________________________________________________

Telephone Number: __________________________ (Home) __________________________ (Cell)

Email: ___________________________________________ MU Id#: __________________________

Part 2. Type of Appeal

___ Conduct Violation: This form must be submitted to the Office of Student Affairs within 2 business days after the date on the sanction/decision letter. Appeals for conduct cases that are adjudicated by the Student Community Court will be reviewed by the Dean of Students. Appeals for conduct cases that are adjudicated by Residence Life staff will be reviewed by the Student Community Court. Appeals for conduct cases that are adjudicated by the Dean of Students, Senior Associate Dean of Students, or Administrative Hearing Board will be reviewed by the Appeal Board.

Complete Part 3a unless your case was adjudicated by the Administrative Hearing Board, in which case, complete Part 3b.

Part 3a. Criteria for an Appeal (For an appeal to be considered, it must be based upon one of the following reasons. Please check as many as apply.)

___ Information is available that was not available at the time of the decision.
___ The sanction that was given is inconsistent with the Methodist University Code of Conduct.
___ The facts of the case would not convince a reasonable person that the student was responsible.
___ The Methodist University personnel/staff failed to follow established procedures, which significantly impacted the rights of the student.

Part 3b. Criteria for an Appeal of the Administrative Hearing Board (For an appeal to be considered, it must be based upon one of the following reasons. Please check as many as apply.)

___ Information is available that was not available at the time of the decision.
___ The sanction that was given is inconsistent with the Methodist University Code of Conduct.
___ The Methodist University personnel/staff failed to follow established procedures, which significantly impacted the rights of the student.
Part 4. Additional Information (For Conduct Violation Appeals, explain your choice(s) you made in Part 3, in detail. You may attach additional pages if needed.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Note: If the appeal is denied, all sanctions in the original decision apply and must be completed on time unless a new deadline is given.

For Official Use Only: (Do not write below this line)

_____Appeal Accepted     _____Appeal Denied

Comments:
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Chief Justice of the Student Community Court

Or

Senior Associate Dean of Students