



Division of Student Affairs
Appeal Form

Date Received:

Time Received:

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 email studentaffairs@methodist.edu if more space is needed. In the email Subject line say Additional Information for conduct violation appeal).

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