

APPEAL PROCESS

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 Vice President of Student Affairs, Associate Dean of Students, or Administrative Hearing Board will be reviewed by the Appeal Board.

Criteria for an Appeal to the Student Community Court

Consideration for an appeal will be based on one of the following:

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

Criteria for an Appeal to the Appeal Board

Consideration for an appeal will be based on one of the following:

1. Information is available that was not available at the time of the decision;
2. The sanction that was given is inconsistent with the Methodist University Code of Conduct;
3. The Methodist University personnel/staff failed to follow established procedures, which significantly impacted the rights of the student.

Appeal Advice for Students

Students, who are facing suspension or expulsion, are encouraged to seek the immediate counsel of Methodist University's Appeal Advisor. The Advisor operates independently of the Dean of Students office and will advise the student about whether or not there are appropriate grounds for an appeal to the Appeal Board. If it is determined that there are sufficient grounds for an appeal the Advisor will guide the student through the appeal process. The Advisor also has the authority to meet with the Dean of Students to discuss the elements of the student's appeals. When appropriate, such discussions, in and of themselves, can lead to a change in the sanctions that have been issued by the Dean of Students.

The Advisor can be reached by calling the Student Affairs office and requesting the email address and telephone number of the Advisor.

Appeals

In order to submit an appeal, the student must submit a completed Appeal Form to the Associate Dean of Students within two business days following the official email notification of the conduct decision. Appeal Forms may be obtained in the Student Affairs Office.

APPEAL BODIES

Dean of Students

The Dean of Students will hear appeals originating out of the Student Community Court. The Dean of Students shall conduct investigations and interviews as the Dean deems appropriate. Hearings before the Dean of Students are closed. The Dean of Students has the authority to:

- 1.) To affirm the decision of the Student Community Court
- 2.) To negate or to alter the decision of the Student Community Court
- 3.) Render a new decision and impose new sanctions if appropriate

The decision of the Dean of Students is the final decision of an appeal that originates out of the Student Community Court.

Appeal Board

The Appeal Board consists of five members representing faculty, staff, and students. The Chairperson convenes the Board upon notification that an appeal has been filed.

At least four members must be present for a review, with representation from each category: faculty, staff, students and the Chairperson.

The Appeal Board is charged with reviewing appeals of decisions made by the Dean of Students, Associate Dean of Students, or the Administrative Hearing Board.

- If the board determines that the case does not meet the established criteria for an appeal, the appeal will be dismissed.
- If the board determines that the case does meet one of the criteria, it will proceed with a full review.

The Associate Dean of Students presents the case on behalf of the University. Students submitting an appeal may be assisted by any member of the Methodist University community, including students, faculty, or administrators. All sessions of the Appeal Board are closed.

The Appeal Board has the authority to:

- 1.) Affirm the decision of the original Hearing Body.
- 2.) Overturn or modify the decision of the original Hearing Body.
- 3.) Render a new decision and impose sanctions, if appropriate.

All decisions of the Appeal Board are final.

Student Community Court

Students have the right to appeal the decision made in an educational conference to the Student Community Court.