

Galveston Aggie Honor System Office  
**HONOR CODE VIOLATION  
APPEAL FORM**



## INFORMATION FOR THE STUDENT

In addition to the information presented on this document, you are strongly encouraged to review the information presented on the Galveston Aggie Honor System Office web site located at <http://www.tamug.edu/honorsystem/>.

**A student who is found responsible for a violation and assessed a sanction has five (5) University business days from the date of notification of the sanction to file an appeal with the Galveston Aggie Honor System Office.** For information regarding the appeal process, visit <http://www.tamug.edu/honorsystem/Processes/appeal.html>.

**Students who are accused of an Honor Code violation may not Q-drop or withdraw from the course in which the alleged behavior occurred.** After a case is adjudicated and the student is found not responsible, the student may be allowed to Q-drop or withdraw from the course. A class previously Q-dropped or a class from which the student has previously withdrawn may be reinstated in a student's record if a violation is found to have occurred after the student successfully Q-dropped or withdrew from the course.

If you have any questions regarding the appeal process, please email Buzz Refugio at [buzz@tamug.edu](mailto:buzz@tamug.edu) to schedule an appointment.

### Appeal Format and Submission

The attached Honor Code Violation Appeal Form must be utilized when appealing. If your explanation for the appeal does not fit in the space provided on the form, you may attach additional sheets as needed. You may include additional documentation supporting your appeal.

**You have five (5) University business days from the date of notification of the sanction to file an appeal with the Galveston Aggie Honor System Office.**

The completed Honor Code Violation Appeal Form and all supporting documentation must be submitted to the Galveston Aggie Honor Office, Room 7115I – Texas A&M Maritime Academy Hall no later than 5:00pm on the fifth (5<sup>th</sup>) University business day from the date of notification of the sanction. You may also scan and email the documents to [buzz@tamug.edu](mailto:buzz@tamug.edu). Regardless, make sure you keep a copy of the documents for your records.

If you have any questions about the submission deadline date or where to submit the documentation, please contact Buzz Refugio at [buzz@tamug.edu](mailto:buzz@tamug.edu).

### Basis for Appeal

There are four (4) bases of appeal:

1. ***Substantial new evidence not available at the time of the original hearing:*** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
2. ***A violation of due process rights:*** To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present rebuttal of allegations.

3. ***The sanction is not commensurate with the violation:*** To determine whether the sanction(s) imposed were appropriate for the violation of the Honor System Rules which the student was found to have committed.
4. ***The finding of responsibility is inconsistent with the facts presented in the hearing:*** To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Honor System Rules occurred.

You must appeal on at least one of the basis described above.

### **Evaluation of Appeal**

Upon receiving your completed Honor Code Violation Appeal Form and supporting documentation, the Assistant Vice President of Student Affairs will evaluate the information to determine whether an appeal hearing is warranted. For an appeal to be considered valid, one or more basis of appeal must be cited and appropriately supported in the written appeal. The decision of the Assistant Vice President for Student Affairs is final.

### **Appeal of Sanctions Other than Separation from the University**

If the Assistant Vice President for Student Affairs finds that there is adequate basis for an appeal, he/she will appoint a subcommittee of the Honor Council to hear the appeal. The members of the Appeals Subcommittee shall not have participated in any proceeding or investigation related to any appeal that they consider. Its decisions are final. A course grade assigned as the result of a sanction cannot be appealed through the grade dispute process described in Student Rule 48 ([http://www.tamug.edu/studentrules/Student Grievance Procedures/48 Grade Disputes.html](http://www.tamug.edu/studentrules/Student_Grievance_Procedures/48_Grade_Disputes.html)).

### **Appeal of Separation from the University**

A student who has been assessed a disciplinary sanction of expulsion or suspension from the University by the Honor Council may file an appeal with the Assistant Vice President for Student Affairs. If the Assistant Vice President for Student Affairs finds that there is adequate basis for an appeal, he/she will forward the request to the chair of the Honor System Separation Appeals Panel.

The Honor System Separation Appeals Panel shall be made up of faculty, staff, and students appointed by the Provost or her/his designee. Its members shall be independent of the Honor Council. Its decisions are final.

### **Disciplinary Action Pending Appeal**

Following the notification of intent to appeal and pending the appeal hearing, any disciplinary action taken by the instructor or Honor Council shall be stayed until the appeal process is complete unless the university has determined in a case involving suspension, dismissal, or expulsion that the continued presence on-campus of the charged student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

## Honor Code Violation Appeal Form

Today's Date: \_\_\_\_\_

### Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

UIN: \_\_\_\_\_ Classification: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Other Number: \_\_\_\_\_

I am requesting an appeal of the decision made at the Honor Council hearing held on \_\_\_\_\_  
concerning the charge(s) of \_\_\_\_\_

### Bases for appeal. You must appeal on at least one of the bases provided below:

- Substantial new evidence not available at the time of the original hearing:** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
  
- A violation of due process rights:** To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and present rebuttal of allegations.
  
- The sanction is not commensurate with the violation:** To determine whether the sanction(s) imposed were appropriate for the violation of the Honor System Rules which the student was found to have committed.
  
- The finding of responsibility is inconsistent with the facts presented in the hearing:** To determine whether the decision reached regarding the accused student was based on a preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Honor System Rules occurred.

### Explanation for Basis of Appeal

Please provide a brief explanation as to your basis of appeal and why an appeal is warranted. Given the limited space, you may attach additional sheets as necessary. In addition to the description of the circumstances of the violation, please attach copies of supporting documentation (i.e., exams, papers, or other relevant documentation). The Assistant Vice President of Student Affairs will evaluate the information to determine whether an appeal hearing is warranted. For an appeal to be considered valid, one or more basis of appeal must be cited and appropriately supported in the written appeal. The decision of the Assistant Vice President for Student Affairs is final.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date