

# DISCIPLINARY APPEAL REQUEST FORM



## INFORMATION FOR THE STUDENT

In addition to the information presented on this document, you are strongly encouraged to review the information regarding Student Rule 58 – University Disciplinary Appeals Panel [http://www.tamug.edu/studentrules/Student\\_Grievance\\_Procedures/58\\_University\\_Disciplinary\\_Appeals\\_Panel.html](http://www.tamug.edu/studentrules/Student_Grievance_Procedures/58_University_Disciplinary_Appeals_Panel.html).

Pursuant to Student Rule 58 – University Disciplinary Appeals Panel:

Students who have been assessed a penalty through the cadet disciplinary system hearings may appeal in accordance with the procedures outlined in the Corps Operations Manual. The Campus Disciplinary Appeals Panel will hear all appeals concerning suspension and expulsion that are the result of a finding of responsibility for violation of the Student Conduct Code. For all other sanctions imposed for a violation of the Student Conduct Code, an administrative officer, appointed by the Assistant Vice President for Student Affairs or designee, shall hear the case. Decisions made by a lower level hearing body shall not be final until an appeal deadline is passed, or when the appeal process is exhausted, or when a student chooses not to appeal. The Campus Disciplinary Appeals Panel will hear all appeals concerning cases of alleged or determined sexual misconduct, sexual harassment, dating violence, domestic violence, or stalking regardless of the sanctions imposed; cases may be deferred to the Assistant Vice President for Student Affairs or alternative appeal body, as referenced above, at the discretion of the chair should there be no sanctions of suspension or expulsion, and no appeals seeking an increase in sanctions.

Pursuant to 58.1 of Student Rule 58 – University Disciplinary Appeals Panel, the appealing student must complete an appeal request form (available from the Office of Student Life) within five (5) University business days of the decision regarding disciplinary action taken by the University. For information regarding the appeal process, visit [http://www.tamug.edu/studentrules/Student\\_Grievance\\_Procedures/58\\_University\\_Disciplinary\\_Appeals\\_Panel.html](http://www.tamug.edu/studentrules/Student_Grievance_Procedures/58_University_Disciplinary_Appeals_Panel.html).

If you have any questions regarding the appeal process, please email the Office for Community Standards at [ocs@tamug.edu](mailto:ocs@tamug.edu) to schedule an appointment.

### Appeal Format and Submission

The attached Disciplinary Appeal Request 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. **For an appeal to be considered valid, one or more basis of appeal must be cited and appropriately supported in the written appeal.**

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

The completed Disciplinary Appeal Request Form and all supporting documentation must be submitted to either Branston Harris (Room 6110D, Atlantic Hall) or Buzz Refugio (Room 7115G, 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 [ocs@tamug.edu](mailto:ocs@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 the Office for Community Standards at [ocs@tamug.edu](mailto:ocs@tamug.edu).

## Basis for Appeal

The following are the only accepted bases for appeal:

1. **58.1.1. Failure to adhere to the guidelines outlined in section 26:** To determine whether the original conference was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures.
2. **58.1.2. Severity of the sanction(s):** To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct for which the student was found responsible.
3. **58.1.3. Information not available at the time of the original conference:** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original conference, because such information and/or facts were not known, or could not have been known, to the person appealing at the time of the original conference.

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

## Evaluation of Appeal

**For an appeal to be considered valid, one or more basis of appeal must be cited and appropriately supported in the written appeal.** Pursuant to 58.2 of Student Rule 58 – University Disciplinary Appeals Panel, upon receipt of the written request for an appeal conference, if one or more bases for the appeal are supported by the appeal documents, the chair shall set a time and place for the hearing as soon as practicable. The appeal conference may proceed in the student's absence.

# Disciplinary Appeal Request 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 Student Conduct hearing held on \_\_\_\_\_  
concerning the charge(s) of \_\_\_\_\_

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

- 58.1.1. Failure to adhere to the guidelines outlined in section 26:** To determine whether the original conference was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures.
- 58.1.2. Severity of the sanction(s):** To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct for which the student was found responsible.
- 58.1.3. Information not available at the time of the original conference:** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original conference, because such information and/or facts were not known, or could not have been known, to the person appealing at the time of the original conference.

## 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. **For an appeal to be considered valid, one or more basis of appeal must be cited and appropriately supported in the written appeal.** Pursuant to 58.2 of Student Rule 58 – University Disciplinary Appeals Panel, upon receipt of the written request for an appeal conference, if one or more bases for the appeal are supported by the appeal documents, the chair shall set a time and place for the hearing as soon as practicable. The appeal conference may proceed in the student's absence.

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

\_\_\_\_\_  
Date