



Appeals

1. The finding of responsible and/or sanctions can be appealed by students through the following the process:
 - a. Students are to submit an Appeal Form to the appropriate office within five (5) business days of the decision being delivered.
 - i. Appeals of decision resulting in suspension, expulsion, or eviction should be directed to:
Dr. Jodi Johnson
Vice President for Student Affairs and Enrollment Management
Wescott 108
706-272-4475
jjohnson@daltonstate.edu
 - ii. Appeals of any other decision or sanction should be directed to:
Dr. Jami Hall
Dean of Students
Pope 236
706-272-2505
jhall@daltonstate.edu
 - b. Upon receiving the appeal, the appropriate person shall initiate the appeals process within five (5) business days.
 - i. Appeals of suspension, expulsion, or eviction shall be reviewed by Dr. Jodi Johnson or a committee or her choice. If a committee is necessary, it shall be composed of at least three (3) Student Conduct Board Members who did not previously hear this case. Appealing students shall be notified of the appeal outcome via Dalton State email within fifteen (15) business days of submitting the appeal.
 - ii. Appeals of any other decision or sanction shall be reviewed by Dr. Hall. Appealing students shall be notified of the appeal outcome via Dalton State email within seven (7) business days of submitting the appeal.
 - c. Any decision regarding an appeal shall be final as far as the institution is concerned.
 - d. An appeal shall be limited to a review of the Student Conduct case record, appeal form, and, if necessary, an explanation of new information.
2. Appeals can only be submitted based on the following grounds:
 - a. **Procedural Error**- the published procedures of the conduct process were not followed and the error substantially impacted the case outcome
 - b. **Harsh Sanction**- an unreasonably harsh sanction was imposed, clearly not justified by the circumstances of the case or the prior record of the student
 - c. **New Information**- new relevant information has become available, which was not available at the time of the hearing, and could have impacted the outcome
3. The possible outcomes regarding appeals are:
 - a. Uphold the original decision
 - b. Reverse the original decision
 - c. Uphold the original decision, but modify the sanction(s)
 - d. Find the errors occurred and send the case back for a new student conduct board hearing
4. All sanctions assigned in the original hearing outcome will be in effect until such time that an appeal should overturn them. No deadline extensions will be granted for sanctions assigned, even if the case is on appeal.



<u>For Office Use:</u>
Case #: _____
Date Received: _____

Student Conduct Appeal Form

All appeals must be submitted within five (5) business days from the date of a case decision

Students Printed Name: _____

Student ID Number: _____

I am appealing the following:

- The decision and sanction(s) of my case The sanction(s) from my case

I am appealing on the following grounds:

- Procedural Error—the published procedures of the conduct process were not followed *and* the error substantially impacted the case outcome
- Harsh Sanction—an unreasonably harsh sanction was imposed, clearly not justified by the circumstances of the case or prior record of the student
- New Information—new relevant information has become available, which was not available at the time of the hearing, and could have impacted the outcome

Submit a typed attachment detailing the grounds you are appealing. Depending on your grounds for appeal, your attachment should include either what procedural error was committed, why the sanction received is unreasonably harsh, or the detailed new information that has become available.

Student's Signature

Date

Appeals of a decision resulting in suspension, expulsion, or eviction should be directed to:

Appeals of any other decision should be directed to:

Dr. Jodi Johnson
 Vice President of Student Affairs and Enrollment Management
 Wescott 108
 706-272-4475
 jjohnson@daltonstate.edu

Dr. Jami Hall
 Dean of Students
 Pope 236
 706-272-4428
 jhall@daltonstate.edu

<p>FOR OFFICE USE ONLY: This appeal outcome is:</p> <p><input type="checkbox"/> Uphold the original decision</p> <p><input type="checkbox"/> Reverse the original decision</p> <p><input type="checkbox"/> Uphold the original decision, but modify sanctions</p> <p><input type="checkbox"/> Send back for new student conduct board hearing</p> <p>Student is: Responsible / Not Responsible</p>	<p>If new sanctions assigned, detail here:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>_____</p> <p>Appeal Hearing Officer Name</p>	<p>_____</p> <p>Appeal Hearing Officer Signature</p>	<p>_____</p> <p>Date</p>