



OFFICE OF STUDENT ETHICS

APPEAL FORM

Name: _____ Date: _____

SID#: _____ Phone Number: _____

Local Address: _____

Date of Hearing: _____

Code Sections Found In Violation: _____

APPEALS PROCESS

- I. You have 5 (five) business days to appeal your sanctions.
- II. In order to appeal you must send a letter to the Assistant Vice President of Student Affairs: Ms. Bonita Bradley, bradleyb@savannahstate.edu, 912 358-3118.
- III. If you DO NOT appeal within 5 (five) business days your sanctions will stand as is.

The First Sentence of Your Appeal Letter Should Read

I (insert name) am appealing the charge(s) of (insert charges) on the grounds that: (review guideline for appeal on reverse side to choose an appeal justification that fits your case)

-After your first line you may provide an explanation or “your side of the story” as to your charges.

Please answer the following key questions related to your judicial case:

Do you believe any of your rights were violated due to procedural/process error?

_____ Yes _____ No

Do you believe the findings are not supported by substantial evidence or the sanctions are not supported by the findings?

_____ Yes _____ No

Do you believe the sanction(s) imposed by the adjudicating body was excessive, in light of the nature of the offense and the students’ disciplinary record?

_____ Yes _____ No

(Victim in Sexual Assault or Harassment) Do you disagree with the outcome and/or sanction imposed as a result of the hearing?

_____ Yes _____ No

(See reverse side for additional information.)



An answer of “Yes” to any of the questions listed above provides grounds for appeal. Please attach a narrative with your appeal which provides specific information relevant to that question(s).

Office of Student Ethics

GUIDELINE FOR APPEAL

An appeal may be made only on the grounds below:

1. Failure of the judicial body to follow procedures, indicating failure to observe the rights of the accused, but only if such failure actually resulted in preventing the accused from adequately defending against the charge.
2. The findings are not supported by substantial evidence or the sanctions are not supported by the findings.
3. Demonstrated bias on the part of one or more members of the adjudicating body. “Bias” requires more than merely knowing the accused or knowing something about the case. Disqualification occurs only where it can be established that the Coordinator of Student Ethics, a member of the Board of Student Ethics or SGA Judicial Branch was incapable of rendering a fair decision.
4. Whether the sanction imposed by the adjudicating body was excessive (or in the case of an appeal by a victim of sexual assault/harassment was insufficient), in light of the nature of the offense and the students’ disciplinary record.

APPEAL DUE DATE AND IMPORTANT INFORMATION

ALL APPEALS MUST TYPE WRITTEN AND SUBMITTED BY **11:59 P.M.** ON THE FIFTH WORKING DAY AFTER THE ORIGINAL DECISION IS RENDERED.

Appeals are to be submitted to the Special Assistant to the Vice President of Student Affairs (SAVPSA) at appeals@savannahstate.edu.

An appealed case merits being considered based on the conditions outlined above. The process of appeal is not for retrying or rehearing a case. A review of the case will result in one of the following determinations:

- i. Affirm the findings and sanctions
- ii. Affirm the factual findings, but raise or lower the recommended sanction.
- iii. Reverse one or more findings or guilty, and eliminate or modify the sanctions, as appropriate. If procedural error prejudiced the ability of the accused to defend himself/herself before any of the tribunals (or in the case of sexual assault/harassment including the ability of the victim to fully present his/her case), the case may be returned for a new hearing.
- iv. Apply another action as appropriate.

(See reverse side for additional information.)

