

# NDSU NORTH DAKOTA STATE UNIVERSITY

## Student Conduct Decision APPEAL/RESPONSE FORM

### PERSONAL INFORMATION:

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

### APPEAL INFORMATION:

#### RATIONALE FOR APPEAL

**Appeals are possible when one or more of the following circumstances apply:**

- a) The severity of the sanction was not consistent with the severity of the offense,
- b) The finding of the Code having been violated or not violated was not substantiated by the evidence, and/or
- c) The student's due process rights as outlined in the Code were violated. Those rights believed to be violated must be specified.

#### **Please answer the following key questions related to your conduct case:**

Do you believe the sanction imposed was not consistent with the severity of the offense?

\_\_\_ Yes \_\_\_ No

Do you believe that the finding of the Code having been violated or not violated was not substantiated by the evidence?

\_\_\_ Yes \_\_\_ No

Do you believe any of your rights afforded by the Code were violated due to procedural error?

\_\_\_ Yes \_\_\_ No

An answer of "Yes" to any of the questions listed above provides grounds for appeal. Please attach a typed narrative with this form which provides specific information relevant to the grounds on which you are basing your appeal. Specific guidance and instruction is provided on page 2 of this form.

### RESPONSE INFORMATION:

In cases where more than one party is eligible to appeal, but only one party does appeal, there is an opportunity for response. Under these circumstances, a copy of the appeal will be provided to any party who did not participate. Specific guidance and instruction is provided on page 2 of this form.

**To the best of my knowledge and belief, the information I have provided is true, accurate, and complete.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date Received:	Received by:	Deadline for Response:
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### **WRITING AN EFFECTIVE APPEAL**

**In order to write an effective appeal, you must:**

1. State the grounds for the appeal,
2. Provide strong supporting information for those grounds, and
3. Conclude with a closing statement

\*Provide all information relevant to your grounds of appeal, as the appeal officer may make a decision based strictly on your appeal documentation and a review of the case.

### **APPEAL DUE DATE AND IMPORTANT INFORMATION**

Appeals must be submitted by 5:00 p.m. within 5 business days of receipt of the decision letter.

Appeals are to be submitted to the appeal officer identified in your decision letter.

If there is a basis for appeal, the case will be reviewed and a decision will generally be issued within 10 business days of receipt of the appeal.

An appealed case merits being considered based on the conditions outlined on the reverse side. The process of appeal is not for retrying or rehearing a case. Decisions made by the appeal officer may uphold, overturn, or modify the original decision/sanction. In cases where only one party is eligible to appeal, the appeal officer may not increase the original sanction/action.

### **WRITING AN EFFECTIVE RESPONSE**

**In order to write an effective response, you must:**

1. Respond directly to the grounds for appeal identified in the appeal,
2. Provide strong supporting information for why you believe those grounds are not relevant, and
3. Conclude with a closing statement

\*Provide all information relevant to your response to the appeal, as the appeal office may make a decision based strictly on the appeal/response documentation and a review of the case.

### **RESPONSE DUE DATE AND IMPORTANT INFORMATION**

A response must be submitted by 5:00 p.m. within 5 business days of receipt of the appeal of another party.

A response is to be submitted to the appeal officer identified in the decision letter.

If there is a basis for appeal, the case will be reviewed and a decision will generally be issued within 10 business days of receipt of the response.

An appealed case merits being considered based on the conditions outlined on the reverse side. The process of appeal and response is not for retrying or rehearing a case. Decisions made by the appeal officer may uphold, overturn, or modify the original decision/sanction.