

## **APPEAL PROCESS**

Appeals for conduct cases that are adjudicated by the Student Community Court will be reviewed by the Dean of Students. Appeals for conduct cases that are adjudicated by Residence Life staff will be reviewed by the Student Community Court. Appeals for conduct cases that are adjudicated by the Vice President of Student Affairs, Associate Dean of Students, or Administrative Hearing Board will be reviewed by the Appeal Board.

### **Criteria for an Appeal to the Student Community Court**

#### **Consideration for an appeal will be based on one of the following:**

1. Information is available that was not available at the time of the decision;
2. The sanction that was given is inconsistent with the MU Code of Conduct;
3. The facts of the case would not convince a reasonable person that the student was responsible;
4. The Methodist University personnel/staff failed to follow established procedures, which significantly impacted the rights of the student.

### **Criteria for an Appeal to the Appeal Board**

Consideration for an appeal will be based on one of the following:

1. Information is available that was not available at the time of the decision;
2. The sanction that was given is inconsistent with the Methodist University Code of Conduct;
3. The Methodist University personnel/staff failed to follow established procedures, which significantly impacted the rights of the student.

### **Appeal Advice for Students**

Students, who are facing suspension or expulsion, are encouraged to seek the immediate counsel of Methodist University's Appeal Advisor, Dr. Taylor Vann. The Advisor operates independently of the Dean of Students office and will advise the student about whether or not there are appropriate grounds for an appeal to the Appeal Board. If it is determined that there are sufficient grounds for an appeal the Advisor will guide the student through the appeal process. The Advisor also has the authority to meet with the Dean of Students to discuss the elements of the student's appeals. When appropriate, such discussions, in and of themselves, can lead to a change in the sanctions that have been issued by the Dean of Students.

The Advisor can be reached at her office in Davis Memorial Library or by calling 910-630-7334. She can also be reached via e-mail at [tvann@methodist.edu](mailto:tvann@methodist.edu).

### **Appeals**

In order to submit an appeal, the student must submit a completed Appeal Form to the Senior Associate Dean of Students within two business days following the official email notification of the conduct decision. Appeal Forms may be obtained in the Student Affairs Office.

## **APPEAL BODIES**

### **Dean of Students**

The Dean of Students will hear appeals originating out of the Student Community Court. The Dean of Students shall conduct investigations and interviews as the Dean deems appropriate. Hearings before the Dean of Students are closed. The Dean of Students has the authority to:

- 1.) To affirm the decision of the Student Community Court
- 2.) To negate or to alter the decision of the Student Community Court
- 3.) Render a new decision and impose new sanctions if appropriate

The decision of the Dean of Students is the final decision of an appeal that originates out of the Student Community Court.

### **Appeal Board**

The President of the University appoints the Appeal Board which consists of five staff and faculty members. The Chairperson will convene the Appeal Board when notified by the Associate Dean of Students of an appeal. (A minimum of four members of the Appeal Board are required for a review with at least one member from each category (faculty, staff, students and appointed chairperson). The Appeal Board will review the appeals of the Dean of Students or Administrative Hearing Board and decide if a case meets one of the criteria for an appeal. If the board decides that the case does not meet any of the criteria for an appeal, the case will be dismissed. If the board decides the case does meet one of the criteria for an appeal, the board will review the case at that time. The Associate Dean of Students will present the case for the University. Students making an appeal before the Appeal Board may enlist the aid of any member of the Methodist University community, including other students, faculty or administrators. Sessions of the Appeal Board are closed. The Appeal Board has the authority to:

- 1.) To affirm the decision of the Dean or Associate Dean of Students
- 2.) To negate or to alter the decision of the Dean or Associate Dean of Students
- 3.) Render a new decision and impose new sanctions if appropriate

Decisions of the Appeal Board are final.

### **Student Community Court**

Students have the right to appeal the decision made in an educational conference to the Student Community Court.