



Community Rights & Responsibilities (CR&R) at Illinois State University

APPEALS PROCESS REQUEST PACKET

The appeals process serves to ensure students with an impartial review of decisions made within the student disciplinary and grievance processes. The burden is on the appealing party to make a compelling case that the disciplinary or grievance decision was not fundamentally fair.

INSTRUCTIONS:

1. Fill out all requested information on-line
2. Print a copy of the completed form for your records
3. Submit your appeal by clicking the “Submit” button at the bottom of this form

You may also select to send yourself an e-mail copy rather than printing one.

By filling out the enclosed form, you acknowledge that you are familiar with all conditions for filing an appeal, as outlined in the Code of Student Conduct.

IMPORTANT NOTE ABOUT APPEALS (from the Code of Student Conduct):

- A. Sanctions should only be increased or reduced if found to be clearly disproportionate to the gravity of the violation, precedent for similar offenses and/or the accused student’s prior disciplinary record.
- B. Cases should be remanded to a new hearing if specified procedural errors were so substantial as to effectively deny the accused student a fair hearing.
- C. Cases should only be dismissed if the finding of the disciplinary body is held to be arbitrary and capricious.

The following pages include the approved grounds for appealing any disciplinary or grievance decision. Your appeal must establish that one or more of these conditions exists for your appeal to be considered.

APPEALS INFORMATION

Your Name

Local Address

City, State, Zip

Permanent Address

City, State, Zip

Local Phone

Appeal of a Disciplinary or Grievance Decision?

Case Number (REQUIRED)

Are you alleging that a **procedural error** took place? **If yes**, please indicate in the space provided the error(s) committed and how the error substantially impacted the fairness of the original review process.

Definition of Procedural Error

To determine whether or not the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deprivation of due process rights shall be considered procedural error. Any error committed must be determined to have substantially impacted the fairness of the disciplinary process.

Are you alleging an **unsupported conclusion**? **If yes**, please indicate how the decision is inconsistent with the information that was presented during the original review. Remember that a simple disagreement does not constitute an appeal. The appealing party must establish that the original review overlooked information that would seem convincing to a reasonable party in light of all information presented.

Definition of Unsupported Conclusion

To determine whether or not the decision reached regarding the accused student was based on substantial evidence and a reasonable conclusion that a preponderance of evidence existed in support of the violation(s).

Are you alleging a **disproportionate sanction**? If yes, please indicate how this decision would be viewed as arbitrary and capricious to a reasonable party.

Definition of Disproportionate Sanction

To determine whether the sanction(s) imposed were appropriate for the violation of the Code that the student was found to have committed.

Are you offering **new information**? **If yes**, please indicate how the information is sufficient to alter the decision. Indicate also why the information was not provided at the time of the original review. Students failing to participate in the initial review may not later appeal on the basis of new information.

Definition of New Information

To consider new information, sufficient to alter a decision, or other relevant facts not brought out at the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

FILING INSTRUCTIONS

By submitting this document, I hereby acknowledge that (1) the information provided in this appeal is complete and true to the best of my knowledge and, (2) I am aware of the policies and procedures concerning appeals as set forth in the current Code of Student Conduct and other pertinent University documents.

IF YOU ARE APPEALING DECISIONS OF UNIVERSITY HOUSING STAFF OR CR&R ADMINISTRATIVE HEARING OFFICERS, SEND APPEAL TO:

Richard T. Olshak
Associate Dean of Students and Acting Director,
Community Rights & Responsibilities

SUBMIT

IF YOU ARE APPEALING DECISIONS OF THE UNIVERSITY HEARING PANEL OR THE STUDENT GRIEVANCE COMMITTEE, SEND APPEAL TO:

Dr. Brent G. Paterson
Associate Vice President of Student Affairs and Executive Secretary,
Student Code Enforcement and Review Board (SCERB)

SUBMIT