

**Clarion University of Pennsylvania**  
**Student Conduct Appeal Form**

**TO THE STUDENT OR ORGANIZATION APPEALING:**

Please check the box (or boxes) on the reverse side of this form that you are citing as grounds for an appeal and sign this form. Appeals are a written process and are based on the criteria on page two of this document. Appeals are due to the Office of Judicial and Mediation Services (204 Egbert Hall) within 72 business hours of the disclosure of a decision. This disclosure may be verbal or by e-mail, or in rare cases, by letter. All decisions sent by e-mail should be appealed within 72 hours of when the decision is sent. It is the responsibility of the student to check e-mail regularly as this is a primary form of communication to students by university faculty and staff members.

**Attach a written or typed statement explaining your points of appeal. It is the responsibility of the student to articulate not only why an appeal should be granted but to produce information which an appeal officer will use to overturn or alter a decision.**

A student/student organization should have no expectations that an appeal will be successful simply because he/she is unhappy with, disagrees with, or dislikes the original decision or action. The student/student organization needs to do more than claim some grounds for appeal; she/he must convince others that the grounds do really exist.

Be specific as possible and leave nothing to chance or interpretation. Again, the appeal is a written process. You will not be present as the reviewing authority considers your appeal based on your written statement.

If your appeal is based on a procedural error, be sure to clearly identify the error, and how it was substantial enough to have changed the outcome of the hearing.

If you have selected "information or evidence not considered in the original case is now available", please clearly explain why the evidence was not available, provide the new evidence or information, and explain how it could alter the decision of the Conduct Board.

If you have selected "the decision reached was not based on substantive (relevant) information", your argument must present a reasonable challenge to the reliability of the information.

For inappropriate action taken by the Hearing Authority, be sure to detail how the hearing authority clearly abused discretion in imposing a sanction.

This form must be delivered to room 204 Egbert Hall **within three business days (72 hours)** of disclosure of the decision. This form may be hand-delivered, mailed, or faxed to 814-393-1860.

An appeal is a request to a higher adjudicative authority to reconsider a disciplinary decision or action. When the appeal is heard, the issue in question is not the original case; rather, it is a request for reconsideration. Should the request be granted, the original case will be reevaluated and/or the decision or action will be changed or modified.

(over)

**PLEASE INDICATE YOUR REASON(S) FOR APPEAL:**

- [ ] There was a procedural error in the original case. If this is the reason presented, the procedural error must be documented.**
- [ ] Information or evidence not considered in the original case is now available. Should this reason be given, the relevance of the information or evidence must be demonstrated.**
- [ ] The decision reached in the original case was not based on substantive information and evidence. This argument must present a reasonable challenge to the verifiability of the information or evidence.**
- [ ] The action taken in the original case was inappropriate for the offense. In this argument, the unwarranted or excessive nature of the penalty, or abuse of discretion must be evidenced.**

**Please remember that this written statement is your last avenue of appeal. Please write clearly, logically, and in a manner that can be clearly understood by the reviewing authority. Be sure to include all points of dispute, your reason for appeal, and any new, substantiated information to be submitted. Use as many pages as necessary to state your reasons and make your case. Appeals are to be written and submitted by the student. You should remember that this is not an opportunity to rehear your case, but rather, an appeal based on the specific criteria listed above.**

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**Student Signature**

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**Date submitted**