Appeal Process FAQ



OFFICE of the DEAN of STUDENTS

Atherton Union, Room 311 | 317-940-9470 | Fax: 317-940-6443

How much time to submit an appeal?

Written appeal must be submitted within three days of date of notification letter.

What are the grounds for an appeal to be considered?

- 1) New information not previously available
- 2) Procedural error that significantly impacted the outcome

What happens after an appeal is submitted?

An Appeals Board is comprised of three members selected from a group of trained faculty, staff, and students will decide whether or not there is a basis for appeal. Any written appeal that does not meet the grounds for appeal will not be considered. It is not the intent or purpose of the appeal process for the Board to rehear the conduct review.

What needs to be included in a written appeal?

The written appeal must be clear, specific, and contain a detailed statement regarding the grounds for appeal. Appeals are not rehearings, and they are not granted because the student disagrees with the original decision or sanctions.

What happens after an appeal is submitted?

The primary basis for the decision will be the written appeal and relevant materials from the administrative review, however the Appeal Board may request to convene an in-person review of the submitted appeal.

Students may have one advisor present during an in-person meeting. The advisor serves in an advisory capacity only and may not actively participate in the procedure (e.g. advisors may not ask questions or provide statements).

What happens after appeal is heard?

Appeal Board may:

- Uphold, modify in part, or overturn decision
- Reduce, affirm, or increase sanctions
- · Remand to the original or a new conduct officer

Is the Appeal Board decision final?

Decisions made by the Appeal Board are final.