



Manchester College
Office Of Residential Life

G R O U N D S f o r A P P E A L F O R M

Appeals of sanctions must be based on specific grounds outlined below. An appeal does not involve a “rehearing” of the charges. A respondent or complainant wishing to appeal the decision in a conduct case should meet with a hearing officer to discuss the process of appeal and determine the appropriate grounds. Appeals must be made to the appropriate judicial officer within ***five calendar days*** of the date of the sanction letter, not counting the day the letter was delivered; this review will be final.

Listed below indicates who the appeal should be addressed to depending on the hearing officer.

| Hearing Officer | Appeal letter sent to |
|---------------------------------------|---------------------------------------|
| Hall Director | Director of Residential Life |
| Conduct Review Board | Director of Residential Life |
| Vice President Designee | Director of Residential Life |
| Director of Residential Life | Vice President of Student Development |
| Associate Dean | Vice President of Student Development |
| College Hearing Panel | Vice President of Student Development |
| Vice President of Student Development | President |

| First | Last | ID # | Case Number (office use) |
|-------|------|------|--------------------------|
| | | | |

Basis for the Appeal: Grounds for an appeal of a judicial decision must fall into one of three categories.

(Please Check One)

| | | |
|---|--|---|
| 1. A violation of rights occurred as a result of the manner in which the hearing was established and conducted. | 2. The sanction assigned is inappropriate for the violation involved | 3. New evidence has surfaced or a witness has come forward who could directly affect the outcome of the hearing |
|---|--|---|

Explanation of Appeal: Sufficient argument needs to support the appeal.

(Please attach a typed response)