

## **Appeal Form for *Non-Academic Conduct* Cases**

Under the University Code of Conduct, you have the right to appeal the finding and sanction in your disciplinary case. **You have ten (10) working days from the date of the letter confirming your sanction to file an appeal.** If you fail to submit an appeal by the deadline, your sanction will go into effect immediately. The complaint party, the Conduct Officer, and the Hearing Officer (if applicable) all have the right to review your appeal statement and submit comments. You may appeal the finding, the sanction or both.

You may file an appeal in the following circumstances:

- Your sanction is grossly disproportionate to the offense;
- You have discovered new and significant evidence unavailable to you (being properly diligent) at the time of the original proceeding;
- There were procedural errors or errors in the interpretation of University regulations so significant as to effectively deny you the benefit of a fair disciplinary process;
- The finding of the Conduct Officer or Hearing Board was unsupported by the evidence.

The Campus Appeals Committee (CAC) will consider your appeal based solely upon the above criteria. Your appeal will be decided on the basis of your written statement, the case file, and any statements submitted by the other parties. An appeal is not a new hearing. The committee will not meet with you or the complaint party or re-hear your case.

Your appeal will be heard by the appeals committee at your regional campus. The CAC will consist of one student, one staff member, and one faculty member.

You will be notified by email of the composition of the CAC and the date of the committee meeting.

**If you appeal the finding**, the CAC may:

- Affirm the finding; or
- Send the case to a new Disciplinary Conference or University Hearing.

The committee's decision must be approved by the Senior Student Affairs Officer (SSAO).

**If you appeal the sanction**, the committee may:

- Affirm the sanction; or
- Recommend a new sanction.

If the original sanction involved suspension or expulsion, the committee's decision must be approved by the SSAO.

You and the complaint party will be notified by email of the committee's decision. The committee's decision (or the SSAO's, if applicable) is final.

You retain your student status until the final disposition of your case. You may continue to attend classes, take exams and quizzes, and complete assignments as usual unless you have been placed on Interim Suspension.

### Instructions

1. Indicate which of these grounds form the basis for your appeal (check all that apply):

- Disproportionate sanction
- New evidence
- Procedural error
- Unsupported finding

2. Attach to this form a statement explaining the reasons for your appeal. Attach any supporting documents or information.

3. Sign and date this form, indicating that you have read and understand the above information.

4. Attach this form to your appeal statement and supporting documents or information and submit it to the address below.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Submit to:

Office of Student Conduct  
Bishop House  
115 College Avenue  
New Brunswick, NJ 08901

Fax: 732-932-9414

[conduct@rci.rutgers.edu](mailto:conduct@rci.rutgers.edu)

Office of Student Conduct  
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