

Student Appeal Process for Student Conduct Violations

Policy Information			
Policy#:	STU.5016	Reviewed Date(s):	9/19/95, 4/96, 8/1/96, 9/16/97; 4/1/19
Date Created:	August 1, 1995	Revised Date(s):	10/22/03; 5/06; 09/01/12; 1/18; 4/1/19; 4/2020; 06/22
Policy Owner:	Dean of Students	Council/Committee Recommendation:	Strategic Enrollment Management Committee
Responsible University Administrator:	VP Enrollment Management and Student Affairs	President Council Approved Date:	9/8/22

1. Purpose

- 1.1. To provide an opportunity to address student's concerns regarding disciplinary actions taken in response to violations of University policy or Standards of Student Conduct.

2. Policy

- 2.1. A student may initiate the Student Appeal Process after receiving disciplinary action resulting from a violation of University policy or the Standards of Student Conduct.
- 2.2. The Vice President of Enrollment Management and Student Affairs administrates the Student Appeal Process.
- 2.3. This appeal process does not cover instances where students are alleging discrimination, harassment or retaliation in violation of the Non-Discrimination - Student Policy. If the student believes they are a victim of discrimination, harassment or retaliation, the student should contact the Vice President of Administrative Services as outlined in the Non-Discrimination Student Policy or file a complaint using the University's grievance procedures.
- 2.4. As required by federal law, one who claims to be a victim of sexual assault by a student shall have, in the appeal as in all phases of the disciplinary proceeding, the same opportunities as the accused to have others present and to be informed of the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

3. Definitions

- 3.1. Class days for the Student Appeal process are defined as Monday through Friday when classes are in session, excluding officially recognized university holidays.

4. Procedure

- 4.1. The following steps outline the procedure for the Student Appeal Process:
 - 4.1.1. To initiate the process, the student must submit a written request to the Vice President of Enrollment Management and Student Affairs that includes the reason for the appeal described in sufficient detail to support the student's claim, and the resolution desired. The student must initiate the Student Appeal Process within five (5) class days of the Dean of Students decision. The student forfeits any appeal rights beyond this time period.

- 4.1.2. Notwithstanding the foregoing, the Vice President of Enrollment Management and Student Affairs may waive the five (5) day Student Appeal deadline in extraordinary circumstances. Upon receipt of the written appeal, the student will be afforded the opportunity to review all documents and materials used to make the disciplinary action decision.
- 4.1.3. The Vice President of Enrollment Management and Student Affairs shall review the matter, and may, if they think it is appropriate, conduct further investigation and/or engage in additional hearings.
- 4.1.4. A decision will be rendered by the Vice President of Enrollment Management and Student Affairs in consultation with the President. The decision of the Vice President of Enrollment Management and Student Affairs is final and will be provided to the student via their official Baptist University email.

5. Related Information

- 5.1. STU.5015 Standards of Student Conduct
- 5.2. STU.5004 Violations of University Policies or Standards of Student Conduct: Disciplinary Process and Sanctions Policy
- 5.3. ADM.4093 Non-Discrimination Policy

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: