

# **Student Conduct at Illinois State University**

## **APPEALS PROCESS REQUEST PACKET**

The appeals process serves to ensure students with an impartial review of decisions made within the student disciplinary. The burden is on the appealing party to make a compelling case that the original decision was not reached in an environment of fundamental fairness.

Please fill out the requested information. You can email the packet to: [StudentConduct@ilstu.edu](mailto:StudentConduct@ilstu.edu) or print this packet and return it to Student Conduct in Student Services Building, Room 120. Student Conduct will route your appeal packet to the appropriate appeal body. You must fill out all information for your request to be considered.

By filling out the enclosed form, you acknowledge that you are familiar with all conditions for filing an appeal, as outlined in the *Code of Student Conduct*.

### **Send your appeal to:**

**Student Conduct - APPEAL  
Dean of Students Office  
120 Student Services Building,  
Campus Box 2440  
Normal, IL 61761  
Fax: 309-438-7560  
[StudentConduct@ilstu.edu](mailto:StudentConduct@ilstu.edu)**

### **IMPORTANT NOTE ABOUT APPEALS (from the *Code of Student Conduct*):**

Since deference shall be given to the determination of disciplinary bodies:

- A. Sanctions should only be increased or reduced if found to be clearly disproportionate to the gravity of the violation, precedent for similar offenses and/or the accused student's disciplinary record.
- B. Cases should be remanded to a new hearing if specified procedural errors were so substantial as to effectively deny the accused student a fair hearing.
- C. Cases should only be dismissed if the finding of the disciplinary body is held to be arbitrary and capricious.

**APPEALS INFORMATION**

**Your Name**

**Local Address**

**City, State, Zip**

**Permanent Address**

**City, State, Zip**

**Local Phone**

**Case Number (REQUIRED)**

### **Definition of Procedural Error**

Procedural Error – the appellant is contending that a substantive error was committed as a part of the student conduct process that deprived the appellant of a fair hearing of the case. This would include but not be limited to a substantiated bias, an arbitrary and capricious finding, a material deviation from established procedures, etc.

**Are you alleging that a procedural error took place? If yes, please indicate in the space provided the error(s) committed and how the error substantially impacted the fairness of the original review process.**

**YES**

**NO**

**Definition of Unsupported Conclusion**

Unsupported Conclusion – the appellant is contending that the decision reached by the hearing body is arbitrary and capricious, and is unsupported by substantial information.

**Are you alleging an unsupported conclusion? If yes, please indicate how the decision is inconsistent with the information that was presented during the original review. Remember that a simple disagreement does not constitute an appeal. The appealing party must establish that the original review overlooked information that would seem convincing to a reasonable party in light of all information presented.**

**YES**

**NO**

**Definition of Disproportionate Sanction**

Disproportionate Sanction – the appellant is contending that the sanction is not appropriate to the findings of the case.

Are you alleging a **disproportionate sanction**? **If yes**, please indicate how this decision would be viewed as arbitrary and capricious to a reasonable party.

YES

NO

**Definition of New Information**

New Information – the appellant is contending that there is new information that was unavailable to the appellant at the time of the original proceeding, and that this information would have substantially impacted the outcome of the proceeding. The student must include the new information with the appeal. Note that this criterion may not be utilized by students who choose or fail to attend or participate in the original proceeding they are appealing.

**Are you offering new information? If yes, please indicate how the information is sufficient to alter the decision. Indicate also why the information was not provided at the time of the original review. Students failing to participate in the initial review may not later appeal on the basis of new information.**

**YES**

**NO**

## **FILING INSTRUCTIONS**

**Signature**

**Printed Name**

**Date**

**By signing above, I hereby acknowledge that (1) the information provided in this appeal is complete and true to the best of my knowledge and (2) I am aware of the policies and procedures concerning appeals as set forth in the current *Code of Student Conduct* and other pertinent University documents.**