



**UNIVERSITY OF
GEORGIA**

Student Conduct

Student Affairs

FORMAL HEARING APPEAL PROCEDURES AND SUBMISSION FORM

Student Name: _____

DOB: (DD/MM/YYYY) _____ **Phone:** _____

Address: _____

Hearing Number: _____ **Case Number:** _____

Complete the following: 1) Respond to all applicable areas on this form; 2) Print and sign the form; 3) If applicable, attach any new evidence you wish to submit; and 4) Turn in the signed form and any applicable new information to the Office of Student Conduct.

Prior to submitting appeals, students are encouraged to read the Code of Conduct, which contains detailed information regarding the appeals process. The Code of Conduct is available online at <http://www.conduct.uga.edu> and you may pick up a hard copy in the Office of Student Conduct.

All appeals must be in writing and submitted to the Office of Student Conduct within five (5) University business days of receipt of the decision. Students neither meet with nor make oral presentations to the appellant officer. The appeal shall consist of a review of the record only, other than in the case of the availability of new information not known or knowable to the student or organization appealing during the time of the hearing.

The purpose of appeal procedures is to provide the student with the opportunity to bring forward questions regarding substantive or procedural errors that occurred during the process. The appeal process is not intended to grant a new hearing at a higher level. Dissatisfaction with a decision is not grounds for an appeal.

Appeals must be based on one or more of the following grounds: **(1)** to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; **(2)** to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or **(3)** to allege that the finding was inconsistent with the weight of the information.

All grounds for appeal, as well as supporting facts and arguments, must be contained in the appeal as outlined below. Students may attach additional sheets of information as necessary.

Please indicate the basis for your appeal by checking the appropriate box(s) below and providing an explanation of the issue(s) and how the issue(s) affected your formal hearing. Please also state what outcome you desire from the appeal. You may appeal for more than one reason.

- New Information** – new information or relevant facts that were not brought out in the original hearing and were not known or knowable at the time of the hearing.

A. What information was not available or known to exist at the time of the hearing? Please include documentation for any new information you would like to be considered.

B. Why was this information not available at the time of the hearing?

- Procedural Error(s)** – when the procedures of the conduct process were not followed and substantially impacted the fairness of the hearing.

A. What procedural error(s) occurred?

B. How did these procedural error(s) substantially impact the fairness of the hearing?

- Inconsistent Finding** – the finding was inconsistent with the weight of the information.

A. Which finding was inconsistent?

B. Why was the finding inconsistent with the weight of the information?

I certify that all information presented in this appeal is, to the best of my knowledge, accurate, true, and correct.

Student Signature

Date