

## NON-ACADEMIC APPEAL PROCESS & GUIDELINES

Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Dissatisfaction with the outcome of the dispute is not grounds for appeal.

### GROUNDINGS FOR APPEAL REQUESTS

A request for appeal must be based on one or more of the following:

1. The established procedures were not followed, in a significant way, and as a result, the findings, the sanctions, or both, were not correct.
2. The severity of the sanction imposed is not appropriate or is disproportionate based on the nature of the violation or the circumstances;
3. There is new information that would have been material to the outcome. Information is not considered new if the information was voluntarily withheld during the original investigation and resolution process. The new information must be included with the student's request for appeal. Also, the student must show that the new information could not have been presented withheld during the original investigation and resolution process.

### GUIDELINES

- The appeal shall consist of a plain, concise and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal.
- An appeal of finding(s) and/or sanction(s) is submitted to the Gnomon official specified in the original finding(s).
- An appeal must be submitted within five (5) business days of issuance of the original finding(s).
- A decision will be rendered and written notification will be made within fifteen (15) business days from the date of the submission of all appeal documents. Appeal decisions are final.
- If an appeal does not meet the qualifying grounds for appeal, and/or not submitted within the time allotted, the findings and sanctions become final.