

Hartwick College  
**NOTICE OF DESIRE TO APPEAL**

You may appeal a decision of the Student Conduct Board or Hearing Officer on the following grounds:

**Procedural errors:**  
•shown to have had a material and detrimental impact on the outcome of the judicial proceeding.

**New Evidence:**  
•not reasonably available at the time of the original hearing, the absence of which can be shown to have had a material and detrimental impact on the outcome

**Grossly inappropriate sanctions:**  
•having no reasonable relationship to the charges. Appeal on this ground can only be made when the sanction is a fine in excess of \$50, residence hall probation, disciplinary probation, removal from College housing, suspension, or expulsion, or upon recommendation by the vice president for student affairs.

If a student feels he/she is not responsible for the charges, he/she must be able to cite procedural error(s) and/or bring new evidence to bear upon the case in order to receive an appeal hearing.

TO: \_\_\_\_\_  
Name of Appellate Body Name of Chairperson  
*Appellate Board, for cases heard by Student Conduct Board*  
*Vice President for Student Affairs, for cases heard by Hearing Officers*

I, \_\_\_\_\_  
Signature of Person Appealing Campus Box #

request the above named body to consider hearing an appeal of the decision rendered on case # \_\_\_\_\_

by \_\_\_\_\_, on \_\_\_\_\_  
Name of Original Hearing Board Date of Hearing

Please indicate one or more reasons for grounds for appeal and explain the reasons for the request below

- Procedural errors
- New Evidence
- Grossly inappropriate sanctions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If space is insufficient, attach additional paper)

See the Student Handbook, "Judicial Bodies: Appeals Process" for information on appeal hearing procedures. A written request must be filed within five class days of the notification date indicated on the original Judicial Decision Form.

Upon completion, deliver the Notice of Desire to Appeal in person to the Office of Student Affairs.

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For Student Affairs Office use:

Date Received \_\_\_\_\_ Referred to \_\_\_\_\_

By Whom \_\_\_\_\_ Date of Referral \_\_\_\_\_