Appeal Procedures

Disciplinary Conference/Department Level Hearing

Appeals from the decision of a departmental hearing body/officer shall be directed to the Assistant Dean of Students for Student Conduct in writing by the respondent within five (5) class days of the respondent’s receipt of the written decision. The letter should be addressed to the Administrative Appeals Board, Student Conduct, 501 Culkin Hall, SUNY Oswego, Oswego, NY 13126. The letter should indicate that the subject is an appeal of a disciplinary action, which resulted from a hearing/meeting, and must provide the date of the hearing/meeting.

In the letter, respondents may share with the Board any information that they feel is important for the Board to know. You may attach letters of reference if desired. It may be helpful for respondents to review the letter with your advisor (if applicable) before it is submitted and make sure that your letter contains all that is important to you.

**Respondents may appeal on the basis of the following criteria:**

1. violation of due process rights;
2. insufficient evidence to reach the finding;
3. new evidence; and/or
4. inappropriateness of the sanction

Any one or any combination of the criteria for the appeal may be addressed. In each case, it is important to explain the reasons for appeal. In the case of inappropriateness of the sanction, it is important to indicate what sanction you feel is appropriate to the situation.

The Administrative Appeals Board shall review the decision on the consideration of the due process requirements, sufficient evidence and appropriateness of the sanction, and shall provide respondents and the Code Administrator with written explanation of any modification of the decision. This appeal is final within the campus conduct system.

The Code of Conduct requires that five (5) class days be allowed for an appeal to be submitted. During recess periods it is our practice to waive the five-day class requirement, however encourage you to submit the letter of appeal in a timely fashion or within the time requirement as designated by the Code Administrator.

If you have any questions please do not hesitate to contact Student Conduct, 501 Culkin Hall, 312-3378.