

BEHAVIOR (SANCTION) APPEAL FORM

Students found responsible for violating the Student Code of Conduct and are assessed a sanction can appeal the decision or sanction. The Behavioral (Sanction) Appeal Form will be used by students and staff to document the appeals process.

Student Name: _____

Student ID: _____

Date Sanction Issued: _____

Date Form Submitted: _____

Level 1 Appeal: Vice President of Student Services

It is the student's responsibility to retain the original Behavior (Sanction) Appeal form and complete all information relevant to their appeal.

If the student wishes to appeal the decision or sanction of the behavior meeting, the student may request a meeting with the Vice President of Student Services or their designee. The student must submit the **Behavior (Sanction) Appeal form** within seven business days after receiving the decision letter outlining the decision or sanction resulting from the behavior meeting. Once submitted to the Vice President of Student Services, or their designee, a written decision and meeting, if granted, should occur within seven business days. **If the documentation submitted is not timely or substantively eligible, the original finding and sanction will stand and no meeting will be granted.**

Documentation for appealing the behavior decision/ sanction is **required and mandatory** in order to proceed to Level 1 and must be based on the following criteria (check those that apply).

- A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- The sanctions imposed substantially outside the parameters or guidelines set by Northcentral Technical College for this type of offense or the cumulative conduct record of the responding student.

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The Vice President of Student Services will issue a written response, to the student and Director of Student Development, outlining their decision. This form will be signed by the Vice President of Student Services, and returned to the student within seven business days after the Level 1 meeting.

If an official NTC school shutdown occurs during the Level 1 period, the seven day clock will be suspended. The Vice President of Student Services will provide their written response as soon as practical after the school reopens and within the continuation of the seven day period.

If due to unforeseen circumstances, the Vice President of Student Services is unable to complete their review within the designated seven business days, they will notify the student and Director of Student Development by the seventh day and document the reason for the delay. The Vice President of Student Services must then complete their review and documentation in no less than an additional seven business days.

Date Submitted to Vice President of Student Services: _____

Date of meeting with Vice President of Student Services (if granted): _____

VP of Student Services' Signature: _____

Date of VP of Student Services' response: _____

Level 2 Appeal: Board of Review

If the student is dissatisfied with the result at Level 1 **and they have additional evidence that was not previously presented at Level 1** they may request a Board of Review. The additional information regarding their appeal must be submitted within seven business days after the written result from Level 1 was issued.

This form, additional evidence, and all documentation must be submitted to the Vice President for Learning. Students will be notified of whether the board of review will consider their appeal within seven business days of the appeal form and documentation receipt. If a Board of Review is not granted, the case is closed and the decision and sanction is final. If granted, the decision of the Board of Review is final.

Date Submitted to Vice President for Learning: _____

Date of Board of Review (if granted): _____

Vice President for Learning's Signature: _____

Date of Vice President For Learning's Response: _____