

MORRISVILLE

— EST. 1908 —

STATE UNIVERSITY OF NEW YORK

Office Use Only:	
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College Judicial Affairs

PO Box 901
Helyar Hall
Morrisville, NY 13408

College Judicial Appeal Request Form

All requests for an appeal must be made in writing, describing the specific reason(s) for the appeal. Appeals must be submitted within 5 days of receiving the original decision. While a request for an appeal is being considered, the sanctions imposed will remain in effect. **The decision made after an appeal shall be final.** Please refer to the online Student Handbook for a detailed description of College policies, procedures, violations, and sanctions.

Student name: _____ Date: _____

College Address: _____ Phone #: _____

I am appealing a decision made by staff member [Name]: _____

I am appealing because:

- I believe a procedural error occurred during the process, which had a direct impact on the finding.
- I believe new information has come to light, which has a direct impact on the finding.
- I believe the sanction imposed is unfair or inappropriate.

The staff member sanctioned me for the following violation: _____

The reason I am appealing this decision is [Please be specific]:

My signature signifies that I have written and reviewed this statement and the facts contained herein are true and correct. I understand that this form may be used in College Judicial proceedings and shared with others in a redacted form.

Reporter Signature _____ **Date** _____

This letter is part of your educational record and is on file with the Residence Life Office.