

# Barton College Request for Appeal Form (RFA)

## DIVISION OF STUDENT ENGAGEMENT

Any responding party may submit a Request for Appeal Form (RFA) to the Office of Student Engagement within 5 business days, by 5 p.m., after the initial decision and finding has been rendered. All sanctions instituted by the original hearing body are to be implemented, barring extreme exigent circumstances. Final exams, graduation, and/or proximity to the end of a term are not considered exigent circumstances.

**Student Name** \_\_\_\_\_ **Student ID Number** \_\_\_\_\_

### Grounds for Appeal:

**New Facts**

Discovery of substantial new facts that were not reasonably available at the time of the hearing and are material to the original finding or sanction. Withholding information or declining to participate in the original hearing is not grounds for appeal based on discovery of new facts. If the appeal is based on substantial new facts, the request must outline the following in an attached document:

- Source of new information and complete explanation of that information.
- Names(s) of who can present this information.
- Reasons(s) why this information was not presented at the original hearing.
- Reasons(s) why this information may contribute to a decision other than that which was originally made.

**Arbitrary and Capricious Sanctioning**

Sanctions may be changed only if they are substantially disproportionate to the conduct violation, considering any mitigating and aggravating factors, including but not limited to disciplinary history of the student found responsible.

- If the appeal is based on arbitrary or capricious sanctioning, the request must outline why the assigned sanctions are disproportionate to the Code of Conduct violation in an attached document.

**Procedural Violation**

If it is believed there was a substantial violation of the hearing procedure that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures that could affect the outcome of the hearing, etc.), the appeal request must outline the following in an attached document:

- Citation of specific procedural errors with appropriate references.
- Reason(s) why procedural error was not mentioned in the original hearing.
- Reason(s) why correction of error can contribute to a decision other than that which was originally made.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Received in Office by: \_\_\_\_\_

Date \_\_\_\_\_



**BARTON**  
COLLEGE