

# Disciplinary Process and Appeals

## ES\_SS\_CO\_48

Responsible Officer  
Marc Cutrell  
Responsible Office  
Student Services  
Approving Body  
Board of Trustees  
Approval Date  
2018-05  
Last Revision  
2018-05  
Re-evaluation Date  
2020  
Departmental Impact  
Student Services

### Policy Statement

Students may appeal disciplinary decisions by following the procedures outlined below.

### Policy Procedures

Appeals should be clearly and concisely stated, be made in writing when so indicated, and substantiate the grounds for appeal.

The following constitute appropriate grounds for appeal: (1) newly discovered information, (2) significant procedural irregularity which materially affected the outcome, or (3) incompatibility of the penalty issued to those consequences outlined in the applicable Student Handbook.

### Non-Academic Appeals and Disciplinary Process

A non-academic disciplinary decision resulting in points or any other type of sanction may be appealed by the student. Below is process of discipline and appeal at CU:

#### Dean of Student Development:

The Dean of Student Development handles all disciplinary issues and will determine the appropriate action necessary. A student may appeal a decision or sanction made by the Dean of Student Development. Upon written notification of the desire to appeal a decision made by the Dean, the Dean will schedule a Faculty Committee meeting at its earliest convenience. The student will then be given the opportunity to make a verbal appeal to the Faculty Committee.

#### Faculty:

The faculty will either meet by way of a called meeting or choose to hear the appeal at the next regularly scheduled faculty meeting. The student will be given notice in writing of the time and location of the faculty meeting and given opportunity to address the faculty with their reason of appeal. The DSD will notify the student of the faculty's decision in writing

#### Presidential Cabinet:

A student may appeal a decision upheld by the faculty to the Presidential Cabinet. This appeal must be made in writing to the Chancellor within three business days of the faculty decision. The appeal must contain sufficient grounds for appeal, such as a failure in the disciplinary process, a change or update in the evidence leading to the disciplinary decision, or some other change or mitigating factor. The Chancellor will determine whether the student has sufficient grounds for appeal and respond in writing. If appeal is granted, the Chancellor will communicate the time and place of the cabinet meeting to the student in writing. The student will be notified of the Presidential Cabinet's decision in writing by the Chancellor. The Presidential Cabinet serves as the University's final committee of appeal for all non-academic appeals.

### Academic Appeals

An academic decision regarding grades, course attendance records, or other academic decisions may be appealed by the student. Appeals are typically granted when, and if, a sufficient reason for appeal is indicated. Below is process of academic appeal at CU:

**Professor:**

The starting point for any appeal is to direct the concern to the appropriate professor. The student should address the issue in a written appeal within one week of the infraction.

**School Dean:**

A student may appeal a decision made by a professor to the Dean of the appropriate School. Upon written notification of the desire to appeal the professor's decision, the Dean will schedule a meeting with the student where the student will then be given the opportunity to make an appeal.

**Academic Council:**

If the student wishes to appeal the decision of the Dean and/or the Academic Integrity Committee, he/she should submit a written appeal to the Academic Council through the Provost. The Academic Council is made up of the Provost, Associate Provost, Vice President of the Seminary, Director of Institutional Effectiveness, Librarian, School Deans, and a Student Services representative. The student will be given notice of the time and place of the Council meeting in writing from the Provost's office at which time the student can be heard in the case of the infraction. The student will be notified of the Academic Council's decision in writing by the Provost's office. The Academic Council serves as the University's final committee of appeal for all academic appeals. Carolina University is committed to timely and fair resolution of all student complaints and provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or nonacademic issues, but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the Student or Academic Handbooks take precedence. Procedures for filing a complaint can be found in this handbook and at [carolinau.edu](http://carolinau.edu). A complaint form for filing a formal complaint is available at [carolinau.edu/student-complaint-policy](http://carolinau.edu/student-complaint-policy)