**Petition for Appeal**

Office of Student Accountability and Restorative Practices

*AY 2018-2019*

If found responsible, students have the right to submit a written appeal of the decision or recommendation made by a Minor Board, Major Board, or University Case Administrator within four days of the date the Accountability Board Case Review occurred based on an alleged violation of procedural standards or new evidence.

Appeals from a Responding Party on grounds of an alleged violation(s) of procedural standards must outline how the university failed to follow the stated process for the adjudication of the alleged policy violation(s) and how that affected the decision or recommendation.

Appeals from a Responding Party on grounds of new evidence must introduce evidence that was not available or accessible to the Responding Party at the time of the Accountability Board Case Review or only relevant to refute information shared for the first time at the Accountability Board Case Review.

To submit an appeal[[1]](#footnote-1) of the decision or recommendation rendered at the Accountability Board Case Review:

1. Complete the fields included on this document
2. Type your written appeal as a separate document
3. Compile any additional supporting documentation for your appeal
4. Submit your completed petition for appeal, typed written appeal, and any additional supporting documentation to the Office of Student Accountability and Restorative Practices. Submission may be made:
   * via email to RJ Ohgren at ohgrenrr@jmu.edu, Associate Director of the Office of Student Accountability and Restorative Practices within four days of the Accountability Board Case Review.
   * via hard copy directly to the Office of Student Accountability and Restorative Practices during business hours (Monday-Friday, 8am-12pm and 1pm-5pm).

If an appeal is submitted, it must be submitted directly by the Responding Party. Appeals must be received by 11:59PM on the date stated as the deadline for the submission of the appeal to be considered.

The Associate Dean of Students or designee will evaluate the submitted appeal and determine if an Appeal Review will be granted; appeals that do not meet the stated criteria for appeals will be denied.

For more information on the Appeal Process, visit JMU.edu/handbook and click “Accountability Process” in the menu on the left of the page or contact the Office of Student Accountability and Restorative Practices.

**Student Name:** Click or tap here to enter text. **Student ID Number:** Click or tap here to enter text.

**Grounds for Appeal Submission:** Appeals may be submitted on either or both grounds.

Alleged Violation of Procedural Standards: Outline how the university failed to follow the stated process for the adjudication of the alleged policy violation(s) and how that affected the decision or recommendation.

New Evidence: Introduce evidence that was not available or accessible to the Responding Party at the time of the Accountability Board Case Review or only relevant to refute information shared for the first time at the Accountability Board Case Review.

**Electronic Signature**: Entering your name below serves as your electronic signature

**Electronic Signature:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

1. Submission of appeals in the Sexual Misconduct Accountability Process are coordinated through the advisors for the Responding Party and Reporting Party. This form and process described herein is not used to submit an appeal in the Sexual Misconduct Accountability Process. For further questions, contact the Office of Student Accountability and Restorative Practices. [↑](#footnote-ref-1)