

**Student Conduct Suspension Appeal Request Form**

Name (Print) \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_ LMC Email \_\_\_\_\_

**Appeal Process:** Students may appeal a suspension of more than five (5) days. The policy and process for appeals is detailed in the Student Code of Conduct, Sections IX, X, XI, XII, and XIII. Appeals must be submitted in writing using this form by the required deadline. The Hearing Authority for all suspension appeals is the Vice President of Student Services or designee. More information regarding the appeal process is located on the other side of this form.

**Appeal Directions:** Submit this form, along with a typed explanation of your appeal and all supporting evidence/documentation to the Vice President of Student Services in SS4-406 or via email to [studentconduct@losmedanos.edu](mailto:studentconduct@losmedanos.edu) by 5:00 p.m. within five (5) business days of the date your suspension notification letter was mailed. If you do not request an appeal hearing by this deadline, the suspension decision will be final and will not be subject to further appeal.

**Step 1: Identify your Appeal Type** (Dissatisfaction with a decision is not grounds for an appeal)

I am appealing based on the following (check at least one):

- Fair consideration was not provided to the student, (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious).
- New and significant information, not reasonably available at the time of the initial hearing, has become available.
- The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense.

The Hearing Authority will review your appeal request. If required grounds for appeal are not met, the Hearing Authority may deny your request for an appeal.

**Step 2: Attach your appeal**

Provide a typed explanation of your appeal. Your statement must provide information that substantiates the ground(s) you indicated above. Attach all evidence supporting your appeal.

**Step 3 - OPTIONAL: Advisor Request**

Though not required, you may be accompanied by an advisor of your choosing at your appeal hearing. Your advisor may only be present to counsel you. Your advisor may not address the Hearing Authority and may not participate in the hearing in any other way.

- I **am not** requesting to be accompanied by an advisor (skip this section and leave it blank).
- I **am** requesting to be accompanied by an advisor (complete the information below).

Advisor Name \_\_\_\_\_ Advisor Telephone \_\_\_\_\_

Advisor Address \_\_\_\_\_ My advisor is a lawyer:  Yes  No

**Step 4: Confirmation:** I hereby confirm that all information submitted in my appeal is accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Turn over for additional information)*

## **Writing an Effective Appeal**

### **In order to write an effective appeal, you should:**

1. State the grounds for the appeal.
2. Provide strong and detailed supporting information (including evidence) for those grounds.
3. Conclude with a closing statement.

## **Appeal Process and Important Information**

Appeals must be submitted by 5:00 p.m. (Pacific Time) within five (5) business days of the date your suspension notification letter was mailed. (This deadline date is typically included in suspension notification letters.)

Appeals must be submitted using this form.

If there are grounds for the appeal, the Appeal Hearing Authority will contact you to schedule your Appeal Hearing. The Hearing Authority shall schedule your Appeal Hearing no later than ten (10) working days from the date of the suspension.

The Hearing Authority will only consider evidence provided with your Appeal Request Form and which is presented in the Appeal Hearing.

Following your hearing, the Appeal Hearing Authority will send a written report to the College President within five (5) working days.

Following the receipt of the report, the President will send you a written statement of the decision regarding your appeal within three (3) working days of receiving the Hearing Authority's recommendation.

The President may uphold your suspension, uphold the recommendation by the Hearing Authority, or adopt a lesser sanction, if appropriate.

The decision of the College President to suspend or impose a lesser sanction shall be final and not subject to further appeal.

*(Turn over for additional information)*