



## SCC STUDENT CODE OF CONDUCT FORMAL HEARING REQUEST FORM

Name	Student ID#	Date
Address	City	State
Day Phone #	Evening Phone #	Zip

DATE(S) WHEN EDUCATIONAL CONFERENCE OUTCOME/SANCTIONS RECEIVED: \_\_\_\_\_

**According to the SCC Student Code of Conduct, an appeal request can be filed within FIVE days of the Educational Conference outcome notification if the responding student contests the findings determined during the preliminary inquiry or the sanction(s) determined. Student can request a Formal Hearing to review the following:**

**1) Findings accepted; Sanction Rejected**

If during the five (5) day review period, the responding student accepts the "responsible" findings, but rejects the recommended sanctions, the responding student should submit the SCC Student Code of Conduct Appeal form to the sanctioning Dean of Students who will schedule a Sanction-Only Conduct Committee Hearing within seven (7) business days of receipt of appeal request, barring urgent circumstances that require immediate attention.

**2) Finding Rejected**

If during the five (5) day review period, the responding student rejects the finding that they violated College policy, the responding student should submit the SCC Student Code of Conduct Appeal form to the sanctioning Dean of Students who will schedule a Conduct Committee Hearing within seven (7) business days of receipt of appeal request, barring urgent circumstances that require immediate attention.

**Please describe your justification for a Code of Conduct Formal Hearing (see above):**

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**Please describe the resolution being requested:**

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**A FORMAL CODE OF CONDUCT REVIEW HEARING WILL BE SCHEDULED WITHIN SEVEN (7) BUSINESS DAYS OF RECEIPT OF THIS FORM UNLESS AN ALTERNATE DATE HAS BEEN MUTUALLY AGREED UPON.**

For additional information on the Hearing Process, please consult the current SCC College Catalog under the section Student Code of Conduct or at <https://www.southeast.edu/current-students/student-code-of-conduct/index.php>.

**\*\*\*Please submit this completed form to the Dean of Students/Associate Dean of Students. Be sure to include any additional documentation to be reviewed by the Conduct Committee\*\*\***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Dean of Students or designee Signature

\_\_\_\_\_  
Date Received

In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. After a Conduct Committee hearing, the Conduct Committee will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Student Code of Conduct. The Conduct Committee Chair will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the Conduct Committee will determine an appropriate sanction(s).

The Conduct Committee Chair will consider the recommendations of the Conduct Committee Hearing, may make appropriate modifications to the Conduct Committee Hearing's report and will then render a decision and inform the responding student and party bringing the complaint (if deemed necessary by the Conduct Committee Hearing and Conduct Committee Chair) of the final determination within seven (7) business days of the hearing.

When a party wishes to present for consideration **new** evidence or challenge the sanction, an appeal request of the decision of the Conduct Committee Hearing may be filed in writing to the Dean of Students or designee within five (5) business days of the notice of the outcome to the hearing, barring urgent circumstances. The Dean of Students or designee will refer the request(s) to the Vice President of Student Success who will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.

Appeals requests regarding the decision of the Formal Conduct Committee are limited to the following grounds: a) A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.). b) New evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction needs to be considered. c) The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.