

Office of Student Conduct

LIBERTY UNIVERSITY

2010-2011

Student Appeals Court Handbook

LIBERTY UNIVERSITY OFFICE OF STUDENT CONDUCT

Student Appeals Court Handbook



Office of Student Conduct
1971 University Blvd.
Lynchburg, Virginia 24502

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Introduction

Information about Liberty University and the Office of Student Conduct

Section one provides Student Appeals Court Members with the principles and objectives that guide the operation of Liberty University and the Office of Student Conduct. Specifically, this section deals with the mission and purpose of Liberty University, the purpose statement of the Office of Student Conduct, and the organizational structure of the Office of Student Conduct.

Mission of Liberty University & Statement of Purpose

Mission of Liberty University

To develop Christ-centered men and women with the values, knowledge, and skills essential to impact tomorrow's world.

The mission is carried out for resident students through a rigorous academic program and structured social environment. It is carried out for external students in a comparable academic program but without the structure of the resident community.

Philosophy of Education

Liberty University is a Christian academic community in the tradition of evangelical institutions of higher education. As such, Liberty continues the philosophy of education which first gave rise to the university, summarized in the following propositions.

God, the infinite source of all things, has shown us truth through Scripture, nature, history, and, above all, in Christ.

Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God.

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Education as the process of teaching and learning involves the whole person, developing the knowledge, values, and skills that enable the individual to change freely. Thus it occurs most effectively when both instructor and student are properly related to God and each other through Christ.

Aims of Liberty University

In support of its Philosophy and Mission, Liberty University seeks to develop the whole person by providing its students with intellectual and cultural pursuits that:

1. Contribute to a knowledge and understanding of other cultures and of international events.
2. Promote an understanding of the Western tradition and the diverse elements of American cultural history, especially the importance of the individual in maintaining democratic and free market processes.
3. Foster university level competencies in writing, speaking, reading, appreciation of the arts, analytical reasoning, computer literacy, and research.
4. Enhance graduate level knowledge and skills, particularly in the areas of individual research and scholarship.
5. Convey the different ways of acquiring knowledge in the humanities, social sciences, and natural sciences.
6. Enable them to engage in a major field of study built on a solid foundation in the liberal arts.
7. Explore the moral dimensions and ethical implications in the disciplines offered by the University.
8. Assist in developing competence and determination in their approach to their vocation, including encouragement in choosing and following their vocation as a calling to glorify God, fulfilling the Great Commission, and doing the will of God through all of life.
9. Promote the synthesis of academic knowledge and Christian values in order that there might be a maturing of spiritual, intellectual, social and physical behavior.
10. Cultivate a sensitivity to the needs of others and a commitment to the betterment of humanity.
11. Encourage a commitment to the Christian life, one of active communication of the Christian faith, personal integrity, and social responsibility which, as it is lived out, leads people to Jesus Christ as the Lord of the universe and their own personal Savior.

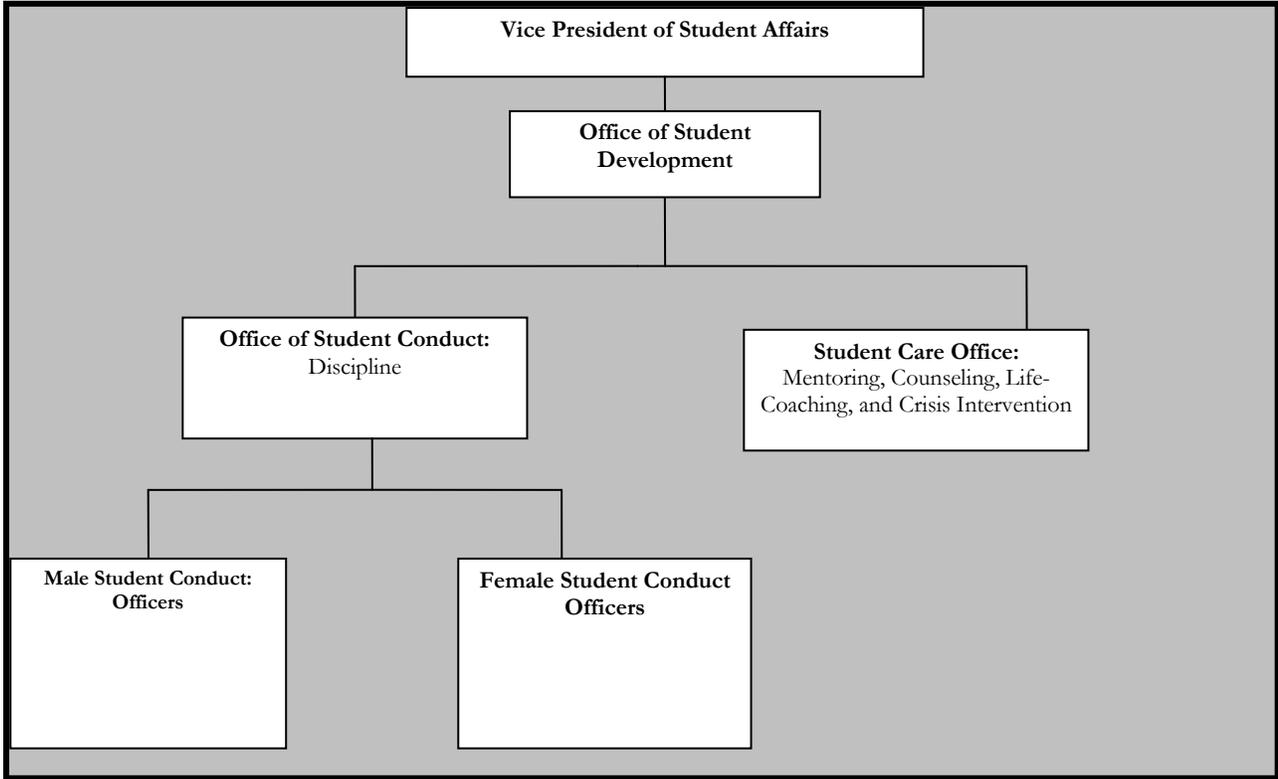
Approved by the Board of Trustees, March 7, 2006

Purpose of the Office of Student Conduct

The Office of Student Conduct facilitates Christian community, personal development, and individual responsibility by upholding university policies and addressing incidents of student misconduct in a caring, just, and restorative manner.

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OSC Organizational Chart



General Guidelines

Information for Student Appeals Court Members as individuals

Section two has information that addresses the qualifications, selection process, and expectations of Student Appeals Court Members.

Purpose of the Student Appeals Court

The purpose of the Student Appeals Court is to support the Office of Student Conduct in facilitating Christian community, personal development, and individual responsibility among Liberty University students.

The Student Appeals Court hears discipline appeals regarding violations against the Student Code of Conduct outlined in the Liberty University student handbook, *The Liberty Way*. The Student Appeals Court does not administer discipline nor does it replace the roles of Resident Assistants, Resident Directors, or Conduct Officers.

The Student Appeals Court does not re-hear a case to find a student “responsible” or “not responsible.” Instead, the Student Appeals Court grants disciplinary appeals based on at least one of the following guidelines:

1. The Liberty University representative who issued discipline (Resident Assistant, Resident Director, or Conduct Officer) did not follow the policies and procedures outlined in *The Liberty Way*,
2. New evidence is introduced into the case, or
3. The disciplinary sanctions are not fair and consistent with the violation.

The Student Appeals Court works in conjunction with Resident Assistants, Resident Directors, Conduct Officers, and the Office of Student Conduct to promote two outcomes: (1) a Liberty University community that adheres to the mission and

GENERAL GUIDELINES

purpose of the University, (2) to promote fairness and consistency in the interpretation of *The Liberty Way*.

Qualifications

In order for a student to become a voting member of the Student Appeals Court, he or she must:

- Maintain status as a full-time student at Liberty University, with the exception of graduating seniors who do not need more than twelve (12) credit hours for graduation.
- Completed one (1) semester at Liberty University.
- Maintain a cumulative GPA of at least 2.5
- Not accumulate more than ten (10) reprimands during the semester of their nomination and each semester that they serve as a Student Appeals Court Member.
- Not have accumulated more than eighteen (18) reprimands during any semester, within a year prior of nomination.
- Not be on any form of probation or suspension (disciplinary, academic, etc.).
- Be approved by the Office of Student Conduct

Selection Process

When a student expresses an interest in joining the Student Appeals Court, he or she must complete the “SGA Student Appeals Court Application” (Appendix A). The student submits the completed application with the appropriate signatures and endorsements to the Office of Student Conduct. The Office of Student Conduct will complete the disciplinary portion of the application and submit the application to the Vice President of the Student Government Association or his/her representative.

The SGA Vice President or his/her representative approves or denies the application. Then, the SGA Vice President returns the application to the Office of Student Conduct for further approval.

In the Office of Student Conduct, the Student Court Coordinator or his/her representative reviews the application. If a student meets the qualifications, the Student Court Coordinator will contact the student for a brief interview.

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After the Student Court Coordinator reviews applications and interviews candidates, the Student Court Coordinator will select Student Appeals Court Members. Within one week of selecting members, Student Appeals Court Members will receive notification.

Expectations

Initial Training

Before participating in the Student Appeals Court, all Student Appeals Court Members must complete initial training. Student Appeals Court Members must attend all sessions during the scheduled times. If a member is not able to attend a scheduled training session because of legitimate reasons, the Student Court Coordinator may allow the member to complete the training sessions at alternate times. It is the Student Appeals Court Member's responsibility to contact the Student Court Coordinator about his/her absence from a required training session prior to missing the session.

Meetings

In addition to initial training, the Student Court Coordinator will conduct brief, regular meetings during the semester. All members are required to attend these informational and educational meetings. Student Appeals Court Members are responsible for all information provided during these meetings.

Hearings

Student Appeals Court Members are required to attend scheduled hearings in which they will participate. Via e-mail, the SGA Vice President or his/her designated representative will notify Student Appeals Court Members of the dates and times of scheduled hearings in which they will participate. Members should arrive at the hearings at least fifteen (15) minutes prior to the scheduled hearing time.

Confidentiality

It is understood that Student Appeals Court Members will work with sensitive and confidential information either through direct access to the University's administrative data or indirectly through reports developed from the University's administrative data. Student Appeals Court Members are expected to possess and model appropriate standards of confidentiality. When dealing with student concerns, one should not share specific information with other Student Appeals Court Members, Resident Directors, Resident Assistants, students or other persons whether or not connected with Liberty University, unless authorized to do so by the Office of Student Conduct or the Vice President of Student Affairs. Names of students, details of incidents, and other information should remain confidential at all times. When in doubt, consult the Office of Student Conduct for further direction.

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Student Appeals Court Members will sign the “Student Appeals Court Confidentiality Policy.” Any violation in confidentiality may result in removal from the Student Appeals Court and/or disciplinary action (Appendix B).

The Liberty Way, The On-Campus Living Guide, and the Off-Campus Living Guide

The Liberty Way is a guide to Liberty University students both on and off campus. It introduces students to student life at Liberty and outlines the philosophy and principles designed to promote a positive Christian environment. *The Liberty Way* is the official Liberty University student handbook. Students should read the handbook and they are responsible for the contents of *The Liberty Way*.

Because the Student Appeals Court hears appeals associated with violations of the Student Code of Conduct outlined in *The Liberty Way*, Student Appeals Court Members must familiarize themselves with the contents of the student handbook. *The Liberty Way* is available in its entirety on the Liberty University website.

Additionally, the On-Campus Living Guide and the Off-Campus Living Guide provide information for students. Student Appeals Court members should be familiar with these documents. These documents contain general guidelines for living on-campus or in the community. The On-Campus Living Guide and the Off-Campus Living Guide are available on the Liberty University website.

Dismissal

With sufficient reasoning, a Student Appeals Court Member can be dismissed from the program at any time. The Student Court Coordinator will communicate with the Student Appeals Court Member regarding possible dismissal based on status changes as related to qualifications; failure to attend initial training, meetings, or hearings; violations of confidentiality guidelines; inadequate performance of duties; and/or any reasonable violation, as deemed by the Student Court Coordinator.

Student Appeals Court Members are required to maintain all qualifications outlined during the application process as well as all expectations presented during training. At any time, if a Student Appeals Court Member’s status of one or more of these qualifications changes, he or she should contact the Student Court Coordinator immediately. At that time, the Student Court Coordinator will work with the Student Appeals Court Member to determine whether or not he or she will remain a voting member of the Student Appeals Court.

Dismantle of Student Appeals Court

Based on the guidelines established in the Student Appeals Court Bylaws, the Student Appeals Court can be dismantled by the Administration of Liberty University. For more information, please view the Student Government Association Constitution and Bylaws.

Student Discipline

Information for the Student Appeals Court Member regarding discipline and the appeal process

Section three includes the philosophy of student discipline, the basics of student discipline, sanctions as outlined in *The Liberty Way*, the appeal process, and the functions of the Student Appeals Court..

Philosophy of Student Discipline

General Statements

The discipline process that is in place at Liberty University is designed to help maintain an environment that supports the spiritual development and academic success of our students. Additionally, correction and confrontation, carried out in a spirit of gentleness is an important part of being more Christ-like. Liberty University desires to remain an environment where spiritual development and academic success can easily occur. Liberty University desires for the staff, student leaders, and students to become more Christ-like. Liberty University firmly believes that discipline is *training in godliness*.

Biblical Principles that Influence Our Approach to Discipline

Listed below are several biblical principles related to discipline within the Christian community. At Liberty University, we seek to approach discipline in a way that reflects the spirit of these principles.

- Discipline is a normal and healthy part of Christian community, fostering justice which is for the good of the community, and those administering it are worthy of our respect (Hebrews 12:7-10, Proverbs 29:4)
- Discipline should begin prayerfully and privately (1 John 5:16; Matthew 18:15)
- Discipline should be accomplished in a spirit of gentleness and love (Galatians 6:2; Colossians 3:13-14)
- When dealing with the sins of others, we should always be mindful of God's grace to us (Matthew 18:21-35; Luke 15:11-32)

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- The tone of our discipline should fit the needs of the person being disciplined; warning some, encouraging others, but being patient and kind to all, pursuing good (1 Thessalonians 5:14 – 15)
- Among the behaviors and attitudes that call for serious discipline are things like drunkenness, sexual immorality, divisiveness, greed, laziness, lack of gratitude, lack of love, and a refusal to forgive (Romans 16:17; 2 Thessalonians 3:6, 14-15; 1 Corinthians 5:11; 2 Timothy 3:1-5, Titus 1:10-13)
- Sharp rebukes, and even expulsion from the community, are sometimes necessary to bring a person to the point of repentance (Matthew 18:17; 2 Thessalonians 3:15; 1 Corinthians 5:11, 13)
- We should extend forgiveness and comfort to those who repent, reaffirming our love for them and welcoming them back into the community (Luke 17:3; 2 Corinthians 2:7)

Functions of Discipline

When carried out in a spirit of love and gentleness, discipline has a number of important functions. (Galatians 6:1, Luke 17:3, 2 Corinthians 2:5-11)

1. Discipline has a protective function. Awareness that discipline could take place helps some members of our community avoid things that would be harmful to them or to the community.
2. Discipline has a redemptive function. The process of discipline can be used to rescue individuals from harmful patterns of behavior, bringing them back to a lifestyle of virtue and holiness.
3. Discipline has a punitive function. Discipline can be used in attempt to force a person to recognize and abandon sinful behavior and to punish actions that are a threat to the community.
4. Discipline has a restorative function. The ultimate goal of discipline is to restore fellowship within the community after repentance and forgiveness have occurred.

The Basics of Student Discipline

Levels of Authority Concerning Discipline Sanctions

- Commission of 1-12 reprimand offenses: responsibility of Resident Assistant and/or Resident Director.
- Commission of 18+ reprimands and/or Accumulation of 22+ reprimand offenses: responsibility of a Student Conduct Officer, except for the following three offenses which may be administered by Resident Directors

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- Entering the bedroom of the opposite sex on or off campus or allowing the same
- Falsification of information on an official document (including sign-out sheet)
- Vandalism (plus financial restitution)
- Commission of 30+ reprimands and/or Accumulation of 34+ reprimand offenses: responsibility of a Student Conduct Officer.

Flow of Communication in the Discipline System

- Conduct Officers → Resident Directors → Resident Assistants
- Resident Assistants → Resident Directors → Conduct Officers

Administrative Withdrawal Process

Once the student has been administratively withdrawn, he or she will not be permitted to visit the campus or participate in modulars, summer school, or the Distance Learning Program until student status has been reinstated. The administrative withdrawal process is as follows:

- Offense by student
- Conduct Officer's investigation
- Conduct Officer's recommendation to the Conduct Officer Review Committee
- Vice President for Student Affairs option to modify sanction
- Student's option to appeal to Judicial Review Board
- Withdrawal of student or Judicial Review Board decision

Sanctions as Outline in *The Liberty Way*

Reprimands and Consequences

Liberty University has established a reprimand, fine and disciplinary community service system to deal with discipline-related issues. Sanctions are administered according to the violations listed in the "Reprimands and Consequences" section below as well as in *The Liberty Way*. Each student should be familiar with these sanctions. Student Conduct Officers (CO) or their representative(s) administer all disciplinary penalties. When reprimands are issued, the student will receive written notification. Upon consideration of extenuating circumstances, the University may make adjustments when applicable. Single commuter students who receive 30+ reprimands within a semester may be required to move on campus immediately.

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NOTE: *Reprimands are accumulated and tabulated on a per semester basis.*

1 Reprimand

- Late for curfew (1 additional reprimand for each 30 minutes late)
- Late for Convocation (1 additional reprimand for each 15 minutes late)

4 Reprimands + \$10.00 Fine

- Absence from required meeting (Convocation, etc.)
- Disturbance/non-participation during Convocation
- Dress/hair code violation (male or female)
- Failure to respond to official call slip within 48 hours (for Student Affairs use only)
- Horseplay (plus financial restitution)
- Improper personal contact (anything beyond hand-holding) / Improper social behavior
- Improper sign out
- Music code violation
- Out of the residence halls after curfew

6 Reprimands + \$25.00 Fine

- Possession and/or use of tobacco
- Direct disobedience/disrespect
- Gambling
- Attendance at a dance

12 Reprimands + \$50.00 Fine

- Attendance at, possession or viewing of an “R”-rated movie
- Deception
- Malicious horseplay/behavior (plus financial restitution)
- Participation in an unauthorized petition or demonstration
- Possession of a school key without authorization
- Students of the opposite sex visiting alone at an off-campus residence
- Entering residence hallway, quad or on-campus apartment of the opposite sex or allowing the same

18 Reprimands + \$250 Fine + 18 Hours Disciplinary Community Service

- Association with those consuming alcohol
- Commission of a misdemeanor
- Obscene, profane or abusive language or behavior
- Possession and/or viewing of sexually-explicit material or movies (“X” or NC-17”)
- Entering the bedroom of the opposite sex **on or off** campus or allowing the same
- Failure to properly identify oneself
- Falsification of information on an official document (including sign-out sheet)
- Racial harassment

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- Sexual harassment (i.e., unwelcome sexual advances, requests for sexual favors or other conduct or comments of a sexual nature)
- Sexual misconduct and/or any state of undress
- Threat to do bodily harm
- Two or more individuals of the opposite sex together in motel room without proper permission
- Vandalism (plus financial restitution)

30 Reprimands + \$500.00 Fine + 30 Hours Disciplinary Community Service + Possible Administrative Withdrawal

NOTE: For each accumulation of six or more reprimands after 30, an additional \$150 fine will be assessed

- Abortion
- Assault/sexual assault (minimum two semesters out)
- Commission/conviction of any felony
- Illegal drug association/possession, use/distribution (minimum two semesters out)
- Immorality
- Involvement with witchcraft, séances or other satanic or demonic activity
- Life-threatening behavior or language to others or oneself (immediate removal/exclusion from campus and a minimum of two semesters out)
- Non-participation/disruption/non-compliance (possible removal/exclusion from campus)
- Possession or consumption of alcoholic beverages
- Refusal to submit to an Alco-Sensor test and/or drug test as specified by the administration
- Spending the night with a person of the opposite sex
- Stealing or possession of stolen property (plus financial restitution; minimum two semesters out)
- Unauthorized possession/use of weapons

NOTE: As the semester comes to a close, there may not be time for the student to complete his/her DCS. In that case, fines will be issued in lieu of DCS as follows: 18 hours = \$100 fine; 30 hours = \$150. Any student who violates disciplinary probation may not be allowed to return for the following semester.

Honor Code

Liberty University Honor Code

“We, the students, faculty and staff of Liberty University, have a responsibility to uphold the moral and ethical standards of this institution and personally confront those who do not.”

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Purpose

Liberty University is an institution of higher education espousing Christian values and ethics. Each student is required to maintain an exemplary testimony and fulfill his/her responsibilities to the Honor Code.

Liberty University seeks to promote a positive Christian community. In maintaining the standards of the University, we each have a responsibility to one another. Therefore, the Honor Code above has been established. Students, faculty or staff witnessing or having knowledge of a major infraction of school policy have the responsibility to confront the student and request that he/she report himself/herself to the appropriate Conduct Officer or Resident Director within 48 hours. If the student refuses to do so, the infraction must be reported to the Conduct Officer or Resident Director.

The Liberty University Honor Code addresses both academic and non-academic misconduct and is an integral part of the Liberty University community. This community consists of individuals of diverse backgrounds and experiences dedicated to obtaining a superior education in fidelity to the Christian faith expressed through the Holy Scriptures. Central to preserving this community is the personal commitment of students to conduct themselves in a manner that reflects the highest ideals of moral virtue and professionalism. To this end, the Honor Code sets forth the disciplinary procedures that apply when misconduct by a student is alleged to have occurred. Students are charged with notice of and are bound by this Code and all students shall agree to comply with the terms of the Honor Code. Members of the university community are also required to adhere to all applicable federal, state, and local laws.

Affirmative Duties

All students of Liberty University have a duty to live a chaste, honorable and virtuous life, which encompasses many principles, including honesty, integrity, respect and self-control.

All students have a duty to report promptly all circumstances which they believe constitutes a clear and major violation of the Honor Code to the Office of Student Conduct. Intentional breach of this duty shall be a violation of the Honor Code.

It is the duty of every student to give testimony or evidence relevant to any alleged violation of the Honor Code if requested by the student facing disciplinary charges, the person appointed to present evidence in support of the charge, or the committee charged with investigating an allegation of misconduct.

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Honor Code Violations

Any student who fails to uphold the Honor Code by ignoring major infractions of school policy and not giving full disclosure may be deemed as responsible as the person who violates the school policy and will receive appropriate discipline.

Self Report

Students are considered responsible members of the Christian community, each one with problems and needs reflective of individual maturity and self-understanding. Students may struggle with personal values and lifestyle as a natural part of being in college. The University wishes to be sensitive to this in the disciplinary process to provide the counsel and support necessary to promote this growth.

In the early stages of adulthood, mistakes are often made and as a result, students are encouraged to find restoration when this occurs. If the mistake is a violation of *The Liberty Way* (6 to 30 reprimands), students have the option to begin the restoration process by way of assistance from a fellow community member through a “self-report.”

NOTE: *The intent/spirit of the self-report policy is meant for students who are truly under conviction and seeking restoration.*

Proverbs 28:13: *“He who conceals his transgressions will not prosper, but he who confesses and forsakes them will find compassion.”*

Self Report Procedure

A student has the option of self-reporting by voluntarily self-reporting to any Liberty University community member within one week of the offense. It is then the responsibility of the community member to whom the offense was reported to accompany the student to the Office of Student Care as soon as possible. If an investigation has begun and there is already prior knowledge of the incident, it will not be considered a self-report. The appropriate Student Care Officer will work with the student in setting the necessary boundaries and accountability measures in place to foster an environment for growth. This plan will not include reprimands or fines. Students will not be allowed to “self report” the same behavior more than once per semester without sanctions.

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NOTE: *Violations of the law (serious misdemeanors or felonies) may carry sanctions up to and including administrative withdrawal even when there is a self-report.*

Appeals

1 or 4-Reprimand Offenses

Appeals for **one to four reprimand offenses** must be directed in writing to the respective Resident Director (RD) within 48 hours (two working days) of notification. Appeals for one-reprimand offenses are directed to the RA in writing within 48 hours. If you are not satisfied with the outcome, a written appeal must be directed to the RD within 24 hours of the RA's decision.

6-Reprimand Offenses

Appeals for **6-reprimand offenses** must be directed in writing to the respective RD or the Student Court within 48 hours (two working days) of notification.

NOTE: *Conduct Officers do not consider appeals for less than 12 reprimands.*

12-Reprimand Offenses

Appeals for **12-reprimand offenses** must be directed to the respective RD or the Student Court within 48 hours (two working days) of notification. The RD or Student Court will uphold, dismiss or adjust the sanction. The decision of the RD or Student Court will be final.

18-Reprimand Offenses

Appeals for **18-reprimand offenses** must be submitted in writing to the RD or Student Court within 48 hours (two working days) of notification. A decision will be rendered in writing regarding the appeal and the decision will be final.

30-Reprimand Offenses (non-dismissal)

Appeals for 30-reprimand offenses (non-dismissal) must be submitted in writing to the Student Court within 48 hours (two working days) of notification of sanction.

Non>Returns (Informational purposes only)

Retention/non-return decisions may be appealed in writing to the Vice President for Student Affairs/Dean of Students (VPSA/DOS). A decision will be rendered in writing regarding the appeal and the decision will be final. The student's cumulative discipline record is reviewed as part of this process.

Administrative Withdrawals (Informational purposes only)

Administrative withdrawal decisions may be appealed to a Judicial Review

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Board (JRB), which is comprised of three Liberty University faculty members and two Student Government Association representatives.

Hearings

Schedule

Student Appeals Court hearings will be conducted during a scheduled time each week. The SGA Vice President or his/her designated representative is responsible for notifying the appropriate parties of scheduled hearings. E-mail notification should be sent to the appealing student, the Liberty University representative who administered discipline, Student Appeals Court Members, and the Student Court Coordinator.

The Student Appeals Court will attempt to schedule hearings in the order they are received. Ideally, hearings should be scheduled within one week of receipt. Hearings will not be scheduled during final examination week.

If a student fails to attend a scheduled Student Appeals Court hearing, the student forfeits his or her right to appeal. The administered discipline remains and no further appeal is considered. If there is an extenuating circumstance, the Student Court Coordinator and the SGA Vice President or his/her designated representative can grant an exception to this policy.

Student Court Appeal Process

Within forty-eight (48) hours or two (2) business days of receiving discipline, a student submits his or her “Student Appeals Court Appeal Form” (Appendix C) to his or her Resident Assistant, Resident Director, or the Office of Student Conduct.

The Liberty University representative (RA, RD, or CO) who issued discipline completes the appropriate portion of the “Student Appeals Court Appeal Form” and submits the form to the Student Court Coordinator or the Office of Student Conduct. The Student Court Coordinator approves or denies the appeal form and submits approved appeals to the SGA Vice President or his/her designated representative. The SGA Vice President or his/her designated representative notifies the student, the Liberty University representative who administered discipline, Student Appeals Court Members, and the Student Court Coordinator of the scheduled hearing.

The Student Appeals Court conducts the hearing on the scheduled day. The Student Court Coordinator or his/her representative attends the hearing and the deliberation as an advisor. The appealing student and the Liberty University official, who issued discipline, or his /her representative, attend the hearing, but they are dismissed before deliberations. The appealing student receives the Student Appeals Court decision via e-mail. The Office of Student Conduct receives a carbon-copy of this e-mail.

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With the exception of a dismissal offense, the decision of the Student Appeals Court is final and binding. A summary of the incident and the decision of the Student Appeals Court remains on-file in the Office of Student Conduct until student graduation (except for 30 reprimand offenses which remain on record indefinitely).

Hearing Procedures

- The Student Appeals Court Chair opens the hearing by introducing himself/herself, the members of Student Appeals Court, the Liberty University representative who issued discipline, or his/her representative, and the appealing student.
- The Student Appeals Court Chair reads the violations presented on the “Student Appeals Court Appeal Form.”
- The Liberty University representative who issued discipline or his /her representative presents the violation(s) and sanctions.
- The student will have an opportunity to address the violation(s).
- The Student Appeals Court will examine the circumstances and details of the violation(s).
- The appealing student will give his or her concluding statement.
- The appealing student is informed that he/she will receive the Student Appeals Court decision via e-mail within 48 hours.
- The appealing student and the Liberty University representative who issued discipline will be dismissed from the hearing.
- Based on the criteria established in Section 2 of the Student Appeals Court Handbook, the Student Appeals Court will decide to uphold the administered discipline or grant an appeal.
- If an appeal is granted, the Student Appeals Court will establish whether the imposed discipline is fair and consistent with the stated policies of the institution.
- The Student Appeals Court will then render their decision via e-mail to the appealing student and the Office of Student Conduct.
- A summary of the incident and the decision of the Student Appeals Court remains on-file in the Office of Student Conduct.

Appendices

Appendix A: “SGA Student Appeals Court Application”

Appendix B: “Student Appeals Court Confidentiality Policy”

Appendix C: “Student Appeals Court Appeals Form”