



## DISCIPLINARY APPEAL FORM

This form is to be used for requesting an appeal against a decision made by an Officer of the University. This form is intended to help students make an appeal and set out the grounds of their appeal clearly, according to the terms of the University's Code of Discipline.

**Important:** Before completing this form, you must read the accompanying procedure in the Student Handbook.

Mr / Ms / Miss / Mrs / other	First Name(s)	
Last Name:		Student Number:
Contact Address: <i>(Where correspondence related to the appeal should be sent)</i>		
Contact telephone number (s) including mobile:	Email Address:	
Are you a: Undergraduate / Graduate / Other (specify):		
Course of Study:	School (Business, Nursing, Education, etc.):	

*If any contact details change during the appeal, you must contact the Dean of Students.*

### Section 1 – Your appeal

You have the right to formally appeal against the discipline decision levied against you. Please indicate below:

Note: Your right to appeal against this decision is limited to the grounds specified in the Student Handbook. If the CU Discipline Committee concludes that you have not followed proper procedures for submitting appeal, your appeal will be rejected at that point. You should note too, that an appeal against a discipline action may result in a penalty being increased as well as decreased.

I am appealing against the discipline accusation.	Please check (if applicable) <input type="checkbox"/>
I am appealing against the discipline decision.	Please check (if applicable) <input type="checkbox"/>
I am appealing against both the accusation and the decision.	Please check (if applicable) <input type="checkbox"/>

**Section 2 – Student’s Written Case**

Please give full details of the circumstances relevant to the ground(s) of the appeal. Please make sure you give dates, and full details of all incidents for which you were charged:

If the space provided on this sheet is insufficient, you may continue on a separate sheet.

### Section 3 – Sanction Appeal

If you are appealing against a discipline decision, explain why you think a different sentence should be imposed.

If the space provided on this sheet is insufficient, you may continue on a separate sheet.

### Section 4 – Other relevant information to your appeal

Please give details below.

### Section 5 – Supporting documentation

Please list the documentation attached to support your appeal.

### Section 6 – Signature

Signature	
Date	

#### Important:

The appeal must be **signed** and **dated** and returned to the address below **no later than 24 hours** after receipt of your disciplinary decision letter.