

**The Ohio State University  
Hazing Incident Report**

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*Submitted on November 10, 2021 at 11:50:12 am EST*

Nature	<b>Hazing</b>
Urgency	<b>Normal</b>
Incident Date and Time	<b>2021-11-08</b>
Incident Location	<b>Off Campus</b>

Reported by

Name:

Title:

Email:

Phone

Address:

**[UNAUTHENTICATED]**

Involved Organizations/Individuals

**Sigma Alpha ()**

Witness

Questions

Please provide a description of the incident(s). Try to include as much detail as possible, including the name(s) of those present and/or involved, date(s) and time(s), location(s), etc.

**I am reporting this incident simply because I am concerned about the victims in which this is happening to. SA as a whole has been know for taking PNM's keys, phones, etc during I-week and not giving them back until they're initiated. SA also forces PNM's to stay with their bigs during their I-week and they are not allowed go back to their own place of living for any reason. If a PNM refuses to stay with their big for I-week then SA defers their bid. I personally cannot imagine being forced to stay somewhere with a complete stranger for a whole week and not have any of my personal belongings.**

Is the hazing that you have experienced or witnessed ongoing/currently occurring?

**Yes**

What is your desired outcome in making this report?

**I am just simply concerned for the PNM's that are joining SA this week. This week (11/8-11/14) is their I-week so I know this is currently ongoing.**

If you are submitting this report anonymously, please consider also using the university's anonymous reporting line described above. If you are only submitting this form, understanding our ability to fully investigate is limited, what do you hope will result from your report?

**I hope that the PNM's will get any help they may need, and SA will have to take responsibility.**

Have you reported this information to any of the following:

**I have not reported this or shared information about this with anyone else**

You may use this space to offer any other information you wish to share at this time.

**I know that these events are happening, but I am concerned their may be more/worse things as well.**

Student Conduct strives to uphold the privacy wishes of those who submit reports. It is important to note that, in order to comply with federal, state and local laws, as well as Ohio State policies, Student Conduct may be required to share information from this report with other university employees, law enforcement, or any Ohio State students charged with violating the Code of Student Conduct. To better understand when and how Student Conduct shares information, please call 614-292-0748 and ask to speak with a staff member.

**I understand Student Conduct may be required to share information found in this report with other employees, law enforcement or students charged with violating the Code of Student Conduct based on an**

**investigation initiated by this report.**

I have provided my name, phone number and email address so that I can verify elements of this report or respond to additional questions.

**I have not provided my name and contact information and understand that this limits the university's ability to take further action and I also understand anonymous reports do not fulfill obligations to report found in the Code of Student Conduct or under Ohio Law.**

*Pending IR #00058991*

*Submitted from 108.213.214.88 and routed to Kelly B. Smith (she/her) (Director). Processed by routing rule #68.*

*Copies to: reeb.47@osu.edu*

**The Ohio State University  
Hazing Incident Report**

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*Submitted on November 19, 2021 at 11:54:31 am EST*

Nature	<b>Hazing</b>
Urgency	<b>Normal</b>
Incident Date and Time	<b>2021-11-10</b>
Incident Location	<b>Off Campus</b>

Reported by

Name:	<b>Teri Cugliari</b>
Title:	
Email:	<b>cugliari.6@osu.edu</b>
Phone	<b>6146883287</b>
Address:	<b>[Authenticated as Teri Cugliari]</b>

Involved Organizations/Individuals

**Sigma Alpha ()**

Alleged

Witness

Off Campus

Questions

Please provide a description of the incident(s). Try to include as much detail as possible, including the name(s) of those present and/or involved, date(s) and time(s), location(s), etc.

the following complaint was submitted by [REDACTED] via the SFL Grievance Reporting form

I've heard rumors about it in the past, but today, someone came to me and told me that Sigma Alpha forces their New Members to delete all their social media and they're forced to stay at their big's house. The person who told me this was roommates with a new member last year ([REDACTED]) and claimed to have witnessed all this happening to [REDACTED]. [REDACTED] proceeded to text this person who told me saying to stop telling people about the hazing. The person who came to me sent me a screenshot of [REDACTED]'s message, which is how I came to know [REDACTED]'s name. I'm unsure if this is reportable or not, I just didn't want to get in trouble having known this information with Collin's Law.

Is the hazing that you have experienced or witnessed ongoing/currently occurring?

**Yes**

What is your desired outcome in making this report?

If you are submitting this report anonymously, please consider also using the university's anonymous reporting line described above. If you are only submitting this form, understanding our ability to fully investigate is limited, what do you hope will result from your report?

**NA**

Have you reported this information to any of the following:

**I have not reported this or shared information about this with anyone else**

You may use this space to offer any other information you wish to share at this time.

Student Conduct strives to uphold the privacy wishes of those who submit reports. It is important to note that, in order to comply with federal, state and local laws, as well as Ohio State policies, Student Conduct may be required to share

information from this report with other university employees, law enforcement, or any Ohio State students charged with violating the Code of Student Conduct. To better understand when and how Student Conduct shares information, please call 614-292-0748 and ask to speak with a staff member.

**I understand Student Conduct may be required to share information found in this report with other employees, law enforcement or students charged with violating the Code of Student Conduct based on an investigation initiated by this report.**

I have provided my name, phone number and email address so that I can verify elements of this report or respond to additional questions.

**I have provided my name and contact information.**

*Pending IR #00059409*

*Submitted from 140.254.8.128 and routed to Kelly B. Smith (she/her) (Director). Processed by routing rule #68.*

*Copies to: reeb.47@osu.edu*

November 10, 2021

██████ Sigma Alpha  
Sent electronically to ██████@osu.edu

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: ██████

Dear ██████:

Please carefully read the attached correspondence, including notice of your chapter's interim suspension from Associate Dean of Students Ryan Lovell. Take care to follow the instructions in both attached letters, including notifying your membership of the interim suspension.



Kirby Bell (She/Her)  
Student Conduct Case Manager

CC: Associate Director Student Activities - Jen Pelletier  
Sarah Williams, Advisor, Sigma Alpha  
Sheila Jacobi, Co-Advisor, Sigma Alpha  
Lynn Bartholomew, Sigma Alpha



November 10, 2021

Sigma Alpha

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: [REDACTED]

To the members of the Alpha chapter of Sigma Alpha:

In accordance with the Registration Guidelines for Student Organizations and the Code of Student Conduct, I have determined reasonable cause exists to believe the activities of the Alpha chapter of Sigma Alpha pose a significant risk of substantial harm to the safety and security of its members, potential new members and others. As a result, I hereby place the Alpha chapter on interim suspension pending a full investigation of this matter by the Office of Student Life Student Conduct.

**Member list with contact information**

Please refer to correspondence from Student Conduct on November 10, 2021, for a directive to provide a complete roster. As a reminder, I am requesting a list of the names and contact information for all new members, current members and any non-members residing in your chapter house or any annex.

Contact information must include:

- first and last name
- **local address**
- email address
- cell number
- member status (new, initiated, disaffiliated, withdrew from new member process, non-member)

Additionally, please identify members holding leadership positions.

You must email the member list to Kirby Bell in Student Conduct at [bell.1776@osu.edu](mailto:bell.1776@osu.edu) no later than 4:00 p.m. on Friday, November 12, 2021.

### **Terms of interim suspension**

During the period of this Interim Suspension, the Alpha chapter shall not be eligible to participate in any recognized student organization activities, whether in-person or “virtually,” including but not limited to Chapter meetings or programs, Greek Council meetings and sponsored activities, Welcome Week activities, intramural sporting events, Greek Week, recruiting of new members, chapter social events or social events with any other student organizations. **All new membership activities must cease during the period of Interim Suspension.**

Failure to adhere to the terms of this interim suspension of chapter activities will subject the chapter and participating individual members to further disciplinary action under the Code of Student Conduct 3335-23-04 (G) for Failure to Comply with University Authority.

### **Notice to membership**

You must forward this letter to all members, including potential new members or new members, to place them on notice of the interim suspension. Further, this letter provides notice to individual members and non-members that they may be held responsible for failing to comply with the directives within this letter.

You must copy Student Conduct at [studentconduct@osu.edu](mailto:studentconduct@osu.edu) and the Associate Director of Student Activities, Jen Pelletier, at [pelletier.17@osu.edu](mailto:pelletier.17@osu.edu) on the email sent to all members and

new members within two hours of the receipt of this letter to ensure all members are aware of their individual responsibility during the interim suspension.

### **Request for reinstatement**

The Alpha chapter has the right to request reinstatement or modifications of the interim suspension. Requests must be in writing and must include supporting documentation or evidence that the Alpha chapter (or the proposed modification) does not pose or no longer poses a significant risk of substantial harm to the safety or security of themselves or others or to property. Submit your written request by email to [lovell.113@osu.edu](mailto:lovell.113@osu.edu). Please consult the Code of Student Conduct, Section 3335-23-20, for a complete description of this process.

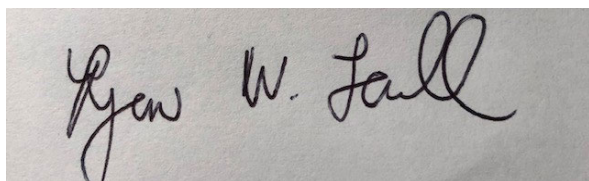
### **Notice to others**

We will share notice of this interim suspension with other university officials, Sigma Alpha, and other necessary members of the university community, including your peer organizations.

### **Investigation**

Finally, Student Conduct sent notice of its investigation on November 10, 2021. It is important that you continue to follow all instructions and directives given to you by Student Conduct. Please know that any efforts by the Alpha chapter, its members or other students acting on its behalf that could be considered retaliation or student conduct system abuse will not be tolerated and could result in additional disciplinary action against the chapter or the involved individual.

Sincerely,

A handwritten signature in black ink, reading "Ryan W. Lovell". The signature is written in a cursive style with a large, stylized "R" and "L".

Ryan Lovell  
Associate Dean of Students



CC: Associate Director Student Activities - Jen Pelletier  
Sarah Williams, Advisor, Sigma Alpha  
Sheila Jacobi, Co-Advisor, Sigma Alpha  
Lynn Bartholomew, Sigma Alpha

November 10, 2021

The Alpha chapter of Sigma Alpha

## PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

To [REDACTED] and the members of the Alpha chapter of Sigma Alpha:

Student Conduct has received information that describes conduct by Sigma Alpha on, or around, November 8, 2021. The report details concerns related to alleged hazing of new members. I am investigating whether this conduct may have occurred and violated the following sections of the university's Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

As a leader of the organization, you must contact Student Conduct at 614-292-0748 **as soon as possible**, and no later than November 15, 2021, to schedule a preliminary conference with me. The purpose of this conference is twofold. At this meeting, I will explain our process for determining whether charges for violations are warranted, and will answer any questions you may have about the conduct process. We will talk about what happened, and you will be able to identify any other individuals who may have information about the alleged incident. If you have any relevant materials, for example your own written statement/internal investigation, text messages, photos, emails, etc., please email them to me at bell.1776@osu.edu before our meeting.

Prior to our meeting, your chapter must provide a complete roster of all members in your chapter

(i.e., new members/pledges and active members). A complete roster includes each member's:

- first and last name
- OSU email address
- cell phone number
- LOCAL address status (include all inactive members, "early alumni," and members that have resigned or been suspended or expelled within the last 12 months)
- Identification of any leadership roles (president, new member educator, etc.)

**As a leader of the organization, you are required to notify the entire membership of this matter. Please send one email with this letter as an attachment to all members of your organization and copy me on the email.**

Should any individuals wish to provide information to me regarding this investigation they are encouraged to email me at [bell.1776@osu.edu](mailto:bell.1776@osu.edu).

All members of the organization are advised that should they violate the directives listed in this letter that they will be charged as an individual student with the following policy:

3335-23-04(G) Failure to Comply with University or Civil Authority – Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

You may bring one advisor and a registered co-leader (if applicable) to your preliminary conference. Your advisor can be any person who is not involved as a witness or other participant in the case. Student Life's Advocacy Center (<http://advocacy.osu.edu>) is unable to serve as an advisor, but upon request, they are able to provide information and assistance about the conduct process.

You will find the Code of Student Conduct and information about our process at <http://studentconduct.osu.edu>. Additionally, I have attached a Statement of Student Rights and Responsibilities to this letter.

Students are responsible for requesting accommodations when they feel they are needed. Should you need an accommodation based on the impact of a disability during the Student Conduct process, please contact the university's ADA Coordinator's office at 614-292-6207 (voice), 614-688-8605 (TTY), [ada-osu@osu.edu](mailto:ada-osu@osu.edu), or visit <https://ada.osu.edu/>. One week's notice will allow for seamless access. Should you need additional time in order to seek any appropriate

accommodation, please contact me immediately.

If you, or a representative from your organization, fail to contact our office by November 15, 2021, to schedule your preliminary conference meeting, I may continue this investigation without your input. This could result in charges, which may lead to a hearing and sanctions if found in violation.

To schedule your preliminary conference, please call Student Conduct at 614-292-0748 between 8:00 a.m. and 5:00 p.m. Monday through Friday.

I look forward to speaking with you.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Kirby Bell', with a stylized, cursive script.

Kirby Bell (She/Her)  
Student Conduct Case Manager

CC: Associate Director Student Activities - Jen Pelletier  
Sarah Williams, Advisor, Sigma Alpha  
Sheila Jacobi, Co-Advisor, Sigma Alpha  
Lynn Bartholomew, Sigma Alpha



## Student Rights and Responsibilities

The Code of Student Conduct provides the procedures and definitions used to respond to complaints regarding students' behavior. Many of the rights and responsibilities found in the Code of Student Conduct are highlighted below. For a full review of all the rights and responsibilities given to students please refer to the Code of Student Conduct, which can be found at [www.studentconduct.osu.edu](http://www.studentconduct.osu.edu).

- Students shall receive written notice of university charges, through one of multiple methods of communication, including: in person; in a residence hall mailbox; by email to official university email address, which may then direct the student to view the notice in a secure website; by text message or other electronic communication; or by mail to a local or permanent address. **(3335-23-08-A)**
- Students are afforded the opportunity to meet with a university official following the notification of charges. **(3335-23-08-C)**
  - University staff members authorized to investigate complaints usually request a meeting with students prior to issuing charges.
  - Once charges are issued, students can request another meeting.
  - Students are strongly encouraged to meet with a university official.
- Students may choose to bring an advisor (i.e., support person) for support throughout the disciplinary process. **(3335-23-12-C)**
  - The advisor may be any person other than a witness.
  - The advisor may only counsel the student and may not actively participate in the process.
- Students are offered options for the resolution of charges. **(3335-23-08-D)**
  - Generally, students may choose between an administrative hearing or a hearing before the University Conduct Board to resolve charges other than those related to:
    - Academic Misconduct **(3335-23-04-A)**
    - Discrimination and harassment, including, but not limited to sexual misconduct, based on a protected class, prohibited by university policies 1.15 and 1.10, which can be found at <http://policies.osu.edu>. **(3335-23-02-C)**
  - NOTE: If students fail to respond to the initiation of charges and there is enough information to support finding a violation, the hearing officer may issue an administrative decision, as long as the sanctions do not include suspension or dismissal. **(3335-23-09)**
- An administrative decision allows the student to admit, in writing, to the violation(s), and serves as a request to have appropriate sanctions made by the hearing officer, rather than having charges referred to a hearing body. **(3335-23-09)**
  - In these cases, the student waives rights to a hearing and any procedural guarantees that come from taking part in a hearing.



- Students have the opportunity to request a separate hearing and choose either an administrative (with one university official) or board hearing, except under special circumstances. **(3335-23-10-C)**
  - Students will receive notice of the hearing at least 10 calendars prior to the hearing, including all charge(s), logistical information, and statement of student's rights. **(3335-23-11-C)**
    - The respondent may request to postpone the hearing for a reasonable cause, which must be made in writing and received by the person sending the hearing notification at least 2 business days in advance. Decisions on postponements are made at the discretion of the university. **(3335-23-11-D)**
  - Attendance at hearings, though not mandated is strongly encouraged, and also limited to, respondents and those directly involved or requested by the hearing body.
  - Students will be informed of witnesses invited to attend the hearing by the university, and will be able to invite relevant factual witnesses to attend. **(3335-23-12-D)**
    - The respondent will have the opportunity to ask questions of all witnesses.
  - A single record of the proceedings, consisting of written notes, audio recording, or another method determined by the hearing body will be made. This will remain the property of the university but will be made available to the respondent for review during the appeal period. **(3335-23-14)**
  - Students will only be found in violation if a preponderance of evidence supports the charges. **(3335-23-12-E)**
- Students found in violation of the code, or who accept responsibility for violating the code, will receive sanctions that should be commensurate with the violations found to have occurred. **(3335-23-17)**
  - A disciplinary sanction: a formal reprimand; disciplinary probation; suspension; or dismissal, will be given in addition to (in most cases) educational outcomes.
- Students found to have violated the code of student conduct have the right to appeal the original decision. **(3335-23-18)**
  - All appeals must be sent within five working days after the date on which notice of the decision was sent to the student, unless the deadline was extended in response to an extension request as described in 3335-23-18-A(2).
  - Students who accept responsibility through an administrative decision waive their right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
  - Students are limited to one appeal of a decision, and the decision of the appeal officer is final.
  - Information on how to submit an appeal, including grounds for appeal, will be included with communication following a decision from the appropriate hearing body.



February 7, 2022

██████ Sigma Alpha

Sent electronically to ██████

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: ██████

Dear ██████ the members of the Alpha chapter of Sigma Alpha:

I am writing to give you an update on your conduct case. At this stage of my investigation, there exists reasonable cause to issue one or more charge(s) under the Code of Student Conduct. Charging does not, however, assume that you are responsible for violating any sections of the code; it only causes the second half of our process to begin.

I have attached your Charge and Process form to this email. Please review it carefully and select your resolution option. We can usually schedule an Administrative Hearing on any business day. The University Conduct Board hears cases on Mondays and Fridays. If you select a hearing before the University Conduct Board, please indicate which of the available hearing days/start times you prefer. Upon request, we can provide an excuse letter for employers and instructors.

Once you have completed the form electronically or by hand, email it to bell.1776@osu.edu. This form is due by 4:30 p.m. on February 14, 2022. Kirby will be out of the office from February 9 - 13 with limited access to her email. Questions or extension requests will be addressed upon her return. Failure to return this form may result in Student Conduct issuing an administrative decision pursuant to section 3335-23-09 of the Code of Student Conduct, or scheduling an administrative hearing to resolve the charges.

Students are responsible for requesting accommodations when they feel they are needed. Should you need an accommodation based on the impact of a disability during the Student Conduct process, please contact the university's ADA Coordinator's office at 614-292-6207 (voice), 614-688-8605 (TTY), ada-osu@osu.edu, or visit <https://ada.osu.edu/>.

Student Life's Advocacy Center (<http://advocacy.osu.edu>) is unable to serve as an advisor, but upon request they are able to provide information and assistance about the conduct process.

Please call our office at 614-292-0748 between 8:00 a.m. and 5:00 p.m. Monday through Friday, or email me if you have questions.

Sincerely,

A handwritten signature in dark ink, appearing to be 'KB' with elaborate, flowing loops and a horizontal line crossing through the middle of the letters.

Kirby Bell (She/Her)  
Student Conduct Case Manager

CC: Sigma Alpha, Advisor - Sarah Williams  
Sigma Alpha, Co-Advisor - Sheila Jacobi  
Sigma Alpha, National Advisor - Angelle Bujol





**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: [REDACTED]

**CHARGE AND PROCESS FORM**

Name: [REDACTED] the members of the Alpha chapter of Sigma Alpha

Email: [REDACTED]

**I. Charge(s):** It is alleged that on or around November 8 - 9 2021, the Alpha chapter of Sigma Alpha violated the following sections of the Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

by engaging/or attempting to engage in conduct, that includes, but is not limited to:

- New members being told to stay at their Bigs house during Inspiration Week. New members were not allowed to go anywhere without an active member or their Big being present with them.
- Active members signing paddles for new members after new members were required to recite information about the active member or the organization.
- New members' phones were taken during Inspiration Week events.
- New members were told to not be on social media during Inspiration Week.
- The Monday night of Inspiration Week where new members were required to stand in front of active members to recite information while receiving constructive feedback. New members became upset during this event and described this experience as humiliating, overwhelming, or stressful.
- The Tuesday night of Inspiration Week, involving the agricultural fraternities, where

new members were told to walk around a house and be in rooms with their eyes closed or backs to individuals in the rooms. New members had to guess who was present in the room from clues given and/or asking yes or no questions. When new members guessed incorrectly, multiple active members made demeaning or rude comments to the new member(s).

## **Investigative Summary**

An investigative summary is provided with information found throughout the investigation and additional details related to the above charge(s). Information on how to access this folder is included at the bottom of this form.

## **II. Acceptance/Non-Acceptance of Responsibility: To resolve these charges, place your initials next to your selection.**

\_\_\_\_\_ On behalf of the Alpha chapter of Sigma Alpha I accept responsibility for the violation(s) of the Code of Student Conduct as listed in Section I of this form. **I request an Administrative Decision.**

\_\_\_\_\_ On behalf of the Alpha chapter of Sigma Alpha I do not accept responsibility for one or more of the violations of the Code of Student Conduct as listed in Section I of this form. **I request an Administrative Hearing before a University Hearing Officer.**

\_\_\_\_\_ On behalf of the Alpha chapter of Sigma Alpha I do not accept responsibility for one or more of the violations of the Code of Student Conduct as listed in Section I of this form. **I request a hearing before the University Conduct Board. The preferred hearing day/times for the organization are:**

\_\_\_\_\_ **Mondays starting at 9:00 a.m.**

\_\_\_\_\_ **Mondays starting at 1:00 p.m.**

\_\_\_\_\_ **Fridays starting at 9:00 a.m.**

\_\_\_\_\_ **Fridays starting at 1:00 p.m.**

**III. Possible Sanctions:** If you are found in violation, please understand that the Alpha chapter may be subject to a formal reprimand, disciplinary probation, deferred revocation of registration, dismissal, or any other sanction and/or combination of sanctions in the Code of Student Conduct.

I have received notice of the charges. I will return this form by email to bell.1776@osu.edu by **February 14, 2022** at 4:30 p.m. Kirby will be out of the office from February 9 – 13 with limited access to her email. Questions about your case or extension requests will be answered when she

returns. I understand that if I do not return the form, it may result in Student Conduct issuing an administrative decision pursuant to section 3335-23-09 of the Code of Student Conduct, or scheduling an administrative hearing to resolve the charges.

[Redacted Signature]

Date: \_\_\_\_\_

Acknowledgements

Sigma Alpha Executive Board Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sigma Alpha Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Kirby Bell (She/Her)  
Student Conduct Case Manager

# Hearing Packet Access

## Accessing Hearing Packet Through OneDrive

- [Log in](#) to your OSU affiliated Microsoft account. Type in your OSU email and you will be redirected to the OSU log in page.
  - <https://login.microsoftonline.com/>
- You will be taken to your Office 365 home page. Select the OneDrive icon. The OneDrive icon looks like a blue cloud.



- Your OneDrive will open up in a new tab.
- Select the shared folder from student conduct. The folder will be titled "Sigma Alpha". Here is an example of what a folder could look like.



Brutus Buckeye  
sites > HearingPacket > Shared Documents

34 minutes ago

Bell, Kirby

- Once you click on the folder all materials will be present.

## Hearing Packet Password

- To be able to look at your hearing packet, you will need to input a password.
- The password for your hearing packet is



## Important Information:

Please be advised that the packet contains confidential documents, and thus you may not save, print, screenshot, photograph, or otherwise seek to "record" the document. However, you may take personal notes.

If you would like to share the contents of the hearing with your advisor, please be advised that you should submit a FERPA release for their participation in the process. As a reminder, the university's computer usage agreement prohibits sharing your username and password with others, and as such I would recommend screensharing through Carmen Zoom, as an appropriate way to share the contents of your hearing packet.



February 7, 2022

██████ Sigma Alpha

Sent electronically to ████████████████████

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: ████████████████████

Dear ████████ the members of the Alpha chapter of Sigma Alpha:

I am writing to give you an update on your conduct case. At this stage of my investigation, there exists reasonable cause to issue one or more charge(s) under the Code of Student Conduct. Charging does not, however, assume that you are responsible for violating any sections of the code; it only causes the second half of our process to begin.

I have attached your Charge and Process form to this email. Please review it carefully and select your resolution option. We can usually schedule an Administrative Hearing on any business day. The University Conduct Board hears cases on Mondays and Fridays. If you select a hearing before the University Conduct Board, please indicate which of the available hearing days/start times you prefer. Upon request, we can provide an excuse letter for employers and instructors.


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Please call our office at 614-292-0748 between 8:00 a.m. and 5:00 p.m. Monday through Friday, or email me if you have questions.

Sincerely,

A handwritten signature in dark ink, appearing to be 'KB' with elaborate, flowing loops and a horizontal line crossing through the middle of the letters.

Kirby Bell (She/Her)  
Student Conduct Case Manager

CC: Sigma Alpha, Advisor - Sarah Williams  
Sigma Alpha, Co-Advisor - Sheila Jacobi  
Sigma Alpha, National Advisor - Angelle Bujol





**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: [REDACTED]

**CHARGE AND PROCESS FORM**

Name: [REDACTED] the members of the Alpha chapter of Sigma Alpha

Email: [REDACTED]

**I. Charge(s):** It is alleged that on or around November 8 - 9 2021, the Alpha chapter of Sigma Alpha violated the following sections of the Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

by engaging/or attempting to engage in conduct, that includes, but is not limited to:


- New members being told to stay at their Bigs house during Inspiration Week. New members were not allowed to go anywhere without an active member or their Big being present with them.
- Active members signing paddles for new members after new members were required to recite information about the active member or the organization.
- New members' phones were taken during Inspiration Week events.
- New members were told to not be on social media during Inspiration Week.
- The Monday night of Inspiration Week where new members were required to stand in front of active members to recite information while receiving constructive feedback. New members became upset during this event and described this experience as humiliating, overwhelming, or stressful.
- The Tuesday night of Inspiration Week, involving the agricultural fraternities, where

new members were told to walk around a house and be in rooms with their eyes closed or backs to individuals in the rooms. New members had to guess who was present in the room from clues given and/or asking yes or no questions. When new members guessed incorrectly, multiple active members made demeaning or rude comments to the new member(s).

## **Investigative Summary**

An investigative summary is provided with information found throughout the investigation and additional details related to the above charge(s). Information on how to access this folder is included at the bottom of this form.

## **II. Acceptance/Non-Acceptance of Responsibility: To resolve these charges, place your initials next to your selection.**

 On behalf of the Alpha chapter of Sigma Alpha I accept responsibility for the violation(s) Code of Student Conduct as listed in Section I of this form. **I request an Administrative Decision.**

\_\_\_\_\_ On behalf of the Alpha chapter of Sigma Alpha I do not accept responsibility for one or more of the violations of the Code of Student Conduct as listed in Section I of this form. **I request an Administrative Hearing before a University Hearing Officer.**

\_\_\_\_\_ On behalf of the Alpha chapter of Sigma Alpha I do not accept responsibility for one or more of the violations of the Code of Student Conduct as listed in Section I of this form. **I request a hearing before the University Conduct Board. The preferred hearing day/times for the organization are:**

\_\_\_\_\_ **Mondays starting at 9:00 a.m.**

\_\_\_\_\_ **Mondays starting at 1:00 p.m.**

\_\_\_\_\_ **Fridays starting at 9:00 a.m.**

\_\_\_\_\_ **Fridays starting at 1:00 p.m.**

**III. Possible Sanctions:** If you are found in violation, please understand that the Alpha chapter may be subject to a formal reprimand, disciplinary probation, deferred revocation of registration, dismissal, or any other sanction and/or combination of sanctions in the Code of Student Conduct.

I have received notice of the charges. I will return this form by email to bell.1776@osu.edu by **February 14, 2022** at 4:30 p.m. Kirby will be out of the office from February 9 – 13 with limited access to her email. Questions about your case or extension requests will be answered when she



returns. I understand that if I do not return the form, it may result in Student Conduct issuing an administrative decision pursuant to section 3335-23-09 of the Code of Student Conduct, or scheduling an administrative hearing to resolve the charges.

[REDACTED]  
Date: \_\_\_\_\_

Acknowledgements

[REDACTED]  
Date: \_\_\_\_\_

Sigma Alpha Advisor Signature: \_\_\_\_\_

Date: 2-8-2022

Kirby Bell (She/Her)  
Student Conduct Case Manager

# Hearing Packet Access

## Accessing Hearing Packet Through OneDrive

- [Log in](#) to your OSU affiliated Microsoft account. Type in your OSU email and you will be redirected to the OSU log in page.
  - <https://login.microsoftonline.com/>
- You will be taken to your Office 365 home page. Select the OneDrive icon. The OneDrive icon looks like a blue cloud.



- Your OneDrive will open up in a new tab.
- Select the shared folder from student conduct. The folder will be titled "Sigma Alpha". Here is an example of what a folder could look like.



Brutus Buckeye  
sites > HearingPacket > Shared Documents

34 minutes ago

Bell, Kirby

- Once you click on the folder all materials will be present.

## Hearing Packet Password

- To be able to look at your hearing packet, you will need to input a password.
- The password for your hearing packet is



## Important Information:

Please be advised that the packet contains confidential documents, and thus you may not save, print, screenshot, photograph, or otherwise seek to "record" the document. However, you may take personal notes.

If you would like to share the contents of the hearing with your advisor, please be advised that you should submit a FERPA release for their participation in the process. As a reminder, the university's computer usage agreement prohibits sharing your username and password with others, and as such I would recommend screensharing through Carmen Zoom, as an appropriate way to share the contents of your hearing packet.



March 21, 2022

██████ Sigma Alpha

Sent electronically to ████████████████████

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: ████████████████████

Dear ██████████ members of the Alpha chapter of Sigma Alpha:

I am writing to provide the Alpha chapter of Sigma Alpha with my decision. The chapter took responsibility and requested an administrative decision for the following alleged violation(s) of the Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

Specifically, during the autumn 2021 semester, the Alpha chapter of Sigma Alpha engaged in conduct, that includes, but is not limited to:

- New members being told to stay at their Bigs house during Inspiration Week. New members were not allowed to go anywhere without an active member or their Big being present with them.
- Active members signing paddles for new members after new members were required to recite information about the active member or the organization.
- New members' phones were taken during Inspiration Week events.
- New members were told to not be on social media during Inspiration Week.
- The Monday night of Inspiration Week where new members were required to stand in front of active members to recite information while receiving constructive feedback. New members became upset during this event and described this experience as humiliating, overwhelming, or stressful.
- The Tuesday night of Inspiration Week, involving the agricultural fraternities, where new members were told to walk around a house and be in rooms with their eyes closed or backs to individuals in the rooms. New members had to guess who was present in the room from clues given and/or asking yes or no questions. When new members guessed

incorrectly, multiple active members made demeaning or rude comments to the new member(s)

## **Sanctions**

### Disciplinary Probation & Deferred Revocation

I am deferring revocation of your chapter's status as a registered student organization. However, absent extraordinary circumstances, any further violation of the Code of Student Conduct while on probation will result in the immediate revocation of your chapter's status as a registered student organization. Unregistered student organizations do not benefit from additional privileges provided to registered student organizations.

Your chapter is on probation effective immediately through May 7, 2023. Probation is a heightened state of warning that does not otherwise control or direct your chapter's functioning. Even after your chapter's probation period ends, we would consider its disciplinary history when considering sanctions for future violations, meaning revocation of registered status is still a likely outcome beyond the probationary period.

### Membership Re-commitment Process

The chapter will complete a membership re-commitment process facilitated by the chapter's advisor and/or national organization. This process will happen prior to hosting any chapter meetings, events or gatherings.

- Active chapter members and membership candidates will complete a membership interview where they will be required to reaffirm their commitment to the mission, purpose, vision, and pillars of Sigma Alpha. During the interview members will be asked to identify areas of concern for the chapter culture. This process must be completed by August 7, 2022.
  - If members choose not to meaningfully participate in the process, Sigma Alpha will consider appropriate action based on their practices, including, but not limited to initiating the chapter's standard's process, placing members into alumni status, or revoking membership.
- At the conclusion of this process, the advisor and/or national representative will contact me at bell.1776@osu.edu to discuss the outcome of the membership re-commitment process and any themes identified that will be incorporated into the new member process plan detailed below.

### New Member Process and Presentation

Your chapter will review and revise its new member process. The goal is to produce a

Membership Candidate Process Plan that creates an extraordinary new member experience that aligns with Sigma Alpha's standards and values.

You will identify the purpose of the new member process (e.g., goals, experiences, learning outcomes) and evaluate how you can enhance the experience. You will identify high-risk portions of the process (e.g., bid week, Big/Little reveal, membership candidate education process, Inspiration Week) that have traditionally involved hazing, alcohol or other drugs, or other endangering behavior.

I expect you to incorporate and address all applicable risk management requirements in your plan. You will develop a plan that aligns the process with your intended purpose, while reducing the opportunities for high-risk situations to derail that purpose. To prevent hazing and/or endangering behavior, you must include alternatives or new events during the identified high-risk portions. For example, if Inspiration Week is when members have traditionally participated in hazing behaviors, you would intentionally plan fun and engaging events to facilitate bonding that follows risk management requirements.

Prior to implementing, and no later than August 16, 2022 at 4 p.m., you will email me at bell.1776@osu.edu a copy of the plan. I may require a follow-up meeting to discuss your review and proposed plan prior to its implementation. Upon approval, you will implement the plan during the next allotted recruitment period. During the implementation, you are to observe and reflect on the process in order to be able to articulate what you have learned from the experience and areas you would like to improve in the future.

Before August 16, 2022, your chapter will give a 60-minute presentation to staff from Student Conduct and CFAES on the topic of Enhancing the New Member Experience. What worked? What didn't? What adjustments will you make? Please prepare slides and/or other materials for 20 minutes. The following 40 minutes is reserved for discussion between your chapter leaders and the staff present. While your entire membership should contribute to the presentation, only the executive board is required to attend the presentation. You must call 614-292-0748 to schedule your presentation at least two weeks in advance of your intended presentation date.

#### Additional Sanctions: Sigma Alpha Proposed Sanctions

Student Conduct supports all the measures included in the documentation provided by the Alpha chapter for proposed sanctions including:

- Educational Interim Suspension Plan
- Restructure Committee Plans
- Period of Re-Entry

The requirements and directives assigned to the chapter are mission/values driven, appropriate, and intentionally crafted to prevent unacceptable behavior while including all chapter members

in the education process. Along with this, sanctions reflect an understanding of the severity of the violations and level of support by chapter officers, advisors, and the national organization.

### Follow Up Communication

■, the sanctions proposed by the chapter will require significant coordination by you and other leaders in the chapter. This may require adjusting sanctions and due dates. We are invested in your chapter successfully completing all the requirements found in this letter. I encourage you to communicate with me frequently about your chapter's progress. I can provide clarity regarding expectations and offer modifications and extensions if necessary.

After the membership recommitment process please set up a meeting with me to set deadlines for communication around deadline completion.

### Overall Summary of Deadlines:

- August 7, 2022: Membership recommitment process complete and communication with Kirby about outcomes of the process
- August 16, 2022: New member process plan and presentation to Kirby and CFAES deadline

### **Requests for Extensions and Modifications**

Any request for an extension or a modification of any outcome must come from the chapter president to bell.1776@osu.edu. The request must contain a detailed explanation of the reason for the request.

### **Staffing Change**

If I am no longer an employee of Student Conduct, another staff member will monitor sanction completion. To account for such a change, please include the general Student Conduct email on all sanction items. That address is studentconduct@osu.edu.

### **Recommendation to End Interim Suspension**

I have advised the Associate Dean of Students, Ryan Lovell that based on the information obtained in the investigation, your cooperation with this process, and the support of your local alumni, I recommend ending the interim suspension. Either the Associate Dean or I will inform you of his response.

### **Appeal**

Because you accepted responsibility, you may only appeal on the basis that the disciplinary

sanction is grossly disproportionate to the violation committed. To do so, you must submit your appeal in writing no later than 4:00 p.m. on March 28, 2022. You should use the online appeal form found at <https://go.osu.edu/appeals>, or the form attached to this letter to submit your appeal. If you elect to use the attached document, please scan and email it by the deadline to bell.1776@osu.edu.

If you do not submit an appeal, this decision will be effective at the end of your appeal period. If you have any questions, call (614) 292-0748 prior to the expiration of your appeal period.

Students are responsible for requesting accommodations when they feel they are needed. Should you need an accommodation based on the impact of a disability during the Student Conduct process, please contact the university's ADA Coordinator's office at (614) 292-6207 (voice), (614) 688-8605 (TTY), [ada-osu@osu.edu](mailto:ada-osu@osu.edu), or visit <https://ada.osu.edu/>. One week's notice will allow for seamless access. Should you need additional time in order to seek any appropriate accommodation, please contact me immediately.

If you have any questions concerning this matter, please do not hesitate to contact me at 614-292-0748 between 8 a.m. and 5 p.m. Monday through Friday.

Sincerely,

A handwritten signature in dark ink, appearing to be 'KB' with a large, stylized loop at the end.

Kirby Bell (She/Her)  
Student Conduct Case Manager

CC: Sigma Alpha, Advisor - Sarah Williams  
Sigma Alpha, Co-Advisor - Sheila Jacobi  
Sigma Alpha National, Executive Director - Angelle Bujol  
CFAES Vice President Agricultural Admin and Dean - Cathann Kress  
CFAES Associate Dean & Director of Academic Affairs - Steve Neal  
CFAES Assistant Dean - Pat Whittington  
Associate Director Student Activities - Jen Pelletier  
Associate Dean of Students - Ryan Lovell



# Sigma Alpha Sorority

Alpha Chapter at The Ohio State University

*Cultivating professional women. Advancing agriculture.*

February 17, 2022

Kirby Bell  
Student Conduct Case Manager  
The Ohio State University

Dear Kirby Bell,

We, the Executive Committee of Sigma Alpha, the Alpha Chapter, are writing to fulfill our responsibility of providing recommendations for Sanctions for our organization. Below, we have outlined the sanction recommendations that we believe best serve our organization and its future success. In order to adequately provide support to our decision of acceptable sanctions, we would like to first, support our sanctions with the foundational basics of our chapter. We believe that these foundations are deserving of our intense attention and can help in the commitment to bettering our organization at The Ohio State University.

### **Our Mission**

Cultivating Professional Women in Agriculture

### **Our Purpose**

The objective of Sigma Alpha shall be to promote its members in all facets of agriculture and to strengthen the bonds of friendship among them. It is the purpose of the members to strive for achievement in scholarship, leadership, and service, and to further the development of excellence in women pursuing careers in agriculture.

### **Our Vision**

To be the foremost organization fostering academic excellence and professional development while encouraging networking and lifelong bonds for women leading the agricultural industry. We strive to build diversity by marketing our organization on an international level.

### **Our Pillars**

1. Scholarship
2. Leadership
3. Fellowship
4. Service

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We hope as we begin to restructure the culture of our events and the Alpha Chapter, that the above principles will be allowed to be utilized and emphasized. Below, we have explained the guidelines and recommendations that we believe will help our chapter grow and overcome our shortcomings.



## **Sanction**

As the leaders of this organization, we believe that in order to hold ourselves and our chapter to a high level of accountability and commitment, we should enter a period of Educational Interim Suspension. During this time frame, we would like to utilize chapter meetings and events as a way to offer educational, professional, and personal development to our members that are specifically related to conduct, hazing, professionalism, kindness, and growth. Below, please view our plan of action to hold our chapter members accountable (please see Guidelines of Educational Interim Suspension) and host educational events for our members to attend (please see Educational Interim Suspension Event Plans). After completing our guidelines and events, we believe that a period of re-entry would be beneficial to our chapter. These recommended guidelines are explained below (please see Period of Re-Entry).

### **Guidelines of Educational Interim Suspension**

Through our Educational Interim Suspension, we believe completing 24 hours of educational trainings would help us to improve ourselves, our chapter, and our culture. We would like to pursue this completion of 24 hours by scheduling 2 opportunities per week for actives to attend. We plan to hold 12 events each being 2 hours in order to meet our 24 hours of education. These events will correspond to our 4 pillars (3 events per pillar) with emphasis on the growth that we believe we need. At one of these events per week, we plan to split actives into new committees (see Restructure Committee Plan below) that will restructure the events that we have. These restructure committees will allow the whole chapter to take a more in depth look at what we do and why we do it to make changes where necessary. In order to collaboratively improve our chapter, we believe it is important to activate the 89<sup>th</sup> Membership Candidate Class of Sigma Alpha, Alpha Chapter. Our National Organization requests that we activate these women in order to help improve our culture and accept important insight from the 89<sup>th</sup> Membership Candidate Class.

We would like one of our educational events to occur on our normal meeting night, Monday, and one on another weeknight. By staggering our events throughout the week, we will be better able to accommodate our members' various schedules. Normally, our meetings begin at 7 PM and we would like to maintain this precedent throughout our period of Educational Interim Suspension. We strive to have 80% of the active members present at each event. If the 80% benchmark is not reached, we take responsibility for not meeting our growth expectations, and will therefore add another event opportunity during our Educational Interim Suspension period. We are committed to the accomplishment of our goals and are more than willing to provide opportunities to ensure our accountability to the betterment of our chapter, membership, and culture.

### **Restructure Committee Plan**

Here the committees are named, and their roles are outlined. Actives will be split randomly into each of these committees with at least one 2022 Executive Committee member on each committee.

#### **1. Pillar Committee**

- a. The Pillar Committee will be tasked with reviewing all events that we host throughout the year. This includes sisterhood events, socials, Founder's Day, Young Leaders Conference, Scholarship Events, etc.

This committee will review all events except those that are involved in the Recruitment and Membership Candidate Processes. The goal of this committee is to restructure our events to ensure they align with our pillars and bring in new, valuable, and purposeful events to our chapter.

2. Recruitment Committee

- a. The Recruitment Committee will be tasked with reviewing our recruitment events and process. The goal of this committee is to design an effective recruitment plan that includes our core values and the new culture that we are working towards.

3. Membership Candidate Process Committee

- a. The Membership Candidate Process Committee will be tasked with reviewing the Membership Candidate Education Process, Inspiration Week, and Activation. Standards for the Membership Candidate Education process are set by our National Organization. We abide by these standards but want to strengthen our relationship with the National Organization to improve them. The goal of this committee is to restructure our Membership Candidate processes to ensure the chapter is always aligned with all Student Conduct protocols and the values of Sigma Alpha as well work closely with the National organization to improve the standardized processes.

4. Bylaw and Expectation Committee

- a. The Bylaw and Expectation Committee will be tasked with reviewing the chapter's bylaws and expectations of members. The goal of this committee is to prepare for bylaw revisions and set new expectations and guidelines of what it means to be a Sigma Alpha woman.

**Educational Interim Suspension Event Plans**

This schedule is subject to change due to resource availability. Pillar assignments in *italics*.

- Week 1
  - Event 1- *Fellowship*: Introduction to Sanctions and Answer Questions
    - Ask Kirby to be present to answer questions and explain the process
    - Discuss expectations for our sanction events
    - Activate the 89<sup>th</sup> Membership Candidate Class
  - Event 2- *Service*: Chapter Hazing Training from Student Conduct
  - Committee Meeting: Develop committees and assign specific duties
- Week 2
  - Event 1- *Leadership*: Conflict Resolution Activity and Guest Speaker
  - Event 2- *Scholarship*: Civil Discourse Speaker and Activity
  - Committee Meeting: Discuss what we currently do and why
- Week 3
  - Event 1- *Fellowship*: How to Effectively Build Relationships Speaker and Activity
  - Event 2- *Service*: Review and Conversation of Bylaws with Guest Speaker from our National Organization

- Committee Meeting: Brainstorm new ideas
- Week 4
  - Event 1- *Leadership*: Being Effective Women Leaders Guest Speaker
  - Event 2- *Scholarship*: Golden Rule Revisited with a Guest Speaker
  - Committee Meeting: Draft redesign and strategy for the assigned area of activities
- Week 5
  - Event 1- *Fellowship*: Overcoming Bias in Greek Life Speaker and Activity
  - Event 2- *Service*: Mental Health Mindfulness Guest Speaker
  - Committee Meeting: Present the activity redesign and strategy to the chapter
- Week 6
  - Event 1: *Leadership*: How to be Good Stewards of Student Organizations by Jen Pelletier
  - Event 2: *Scholarship*: Definitions and Conversations Revisited- Validation and Empathy Guest Speaker
  - Committee Meeting: Take chapter thoughts into consideration to the redesigned plan

### **Period of Re-Entry**

After our 24 hours of Educational Interim Suspension is met, we would like to proceed with a Period of Re-Entry that begins in the Autumn 2022 semester. During this Period of Re-Entry, we aim to resume our activities and begin implementing all we will learn and develop during our Educational Interim Suspension. This includes but is not limited to a revised recruitment and activation and monthly check-ins with Student Conduct.

In order to keep the vitality of our chapter, we believe it is necessary to resume recruitment in the Fall 2022 semester. Between this semester, Spring 2022, and the Spring 2023 semester, 60% of our members who completed the Educational Interim Suspension process will graduate. Due to this, our 2023 Executive Committee will have lost foundational members of this reformation process. Therefore, to have a successful implementation of our new culture we must utilize our current members to accurately represent our culture change to future generations of Sigma Alpha. Recruitment in Fall of 2022 is imperative for this.

It is in the best interest of our chapter's success to keep lines of communication open with Student Conduct during our Period of Re-Entry. These meetings will hopefully occur once per month between a Student Conduct Representative and the 2022 Executive Committee. This is an effort to hold ourselves accountable while continuing to learn. In addition to these meetings we are open to a Student Conduct Representative attending our regularly scheduled meetings. In addition to check-in meetings with Student Conduct, [REDACTED] will meet on a bi-weekly schedule with the advisors of Sigma Alpha (Sarah Williams and Dr. Shelia Jacobi) to give updates and gain feedback. In an effort to improve communication with the National Organization, we propose to meet once a semester with the Chapter Consultant to further understand how Nationals can support the chapter in all aspects.

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Sigma Alpha, Alpha Chapter, is dedicated to further the development the excellence in women

pursuing careers in agriculture. In hopes to fulfill our purpose (see above) we respectfully request that the sanction recommendations we have provided are taken into consideration. We believe that our guidelines for an Educational Interim Suspension and Period of Re-Entry are the most appropriate steps for our organization to reach our goals of improvement.

Thank you for your time and consideration.

Sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



## **STUDENT CONDUCT APPEALS**

### **Student Appeals**

- A student or organization found to have violated the Code of Student Conduct has the right to appeal the original decision. **The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below.** The appeal must state the specific grounds for the appeal and should include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer, or sent via email, **by the deadline provided in the decision letter**, which is usually five (5) working days after the date on which notice of the decision is sent to the student. Each student or organization shall be limited to one appeal. **The decision of the appeal officer is final.**
- In cases involving charges relating to sexual harassment as defined in applicable university policy, the victim may appeal the original decision. Such charges include, but are not limited to, sexual misconduct and stalking.
- A student who (or organization that) has accepted responsibility (Administrative Disposition) for violating the Code of Student Conduct waives the right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
- Each party shall be limited to one appeal. The decision of the appeal officer is final.

### **Grounds for appeal**

An appeal may be based only upon one or more of the following grounds:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results;
2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body; or
3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

**Non-attendance by the accused student may not be the sole grounds for an appeal. Dissatisfaction with a decision is not grounds for appeal.**

### **Appeal Procedure**

1. Complete the Appeal Request Form, including signing the form.
2. If applicable, attach supporting documentation.
3. Turn in the signed form and any added documentation to Student Conduct by the deadline. Student Conduct will ensure that the appeal officer receives the appeal and the record of the case.
4. Students neither meet with nor make oral presentations to the appeal officer, except at the request of the appeal officer in order to obtain relevant information.
5. Students who do not submit their appeals by the date/time specified in their decision letter waive their opportunity to appeal.
6. Students who do not provide information concerning the basis of their appeal waive their opportunity to an appeal.



## **APPEAL REQUEST FORM**

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I am the: \_\_\_\_\_accused student \_\_\_\_\_victim in a sexual harassment/violence case

I am basing my appeal on one or more of the following reasons [If you check a basis, you must provide facts, documentation or perspective that supports your appeal. It is important to provide information that is as detailed and accurate as possible, so that the appeal officer can make an informed decision regarding the appeal. You may attach additional sheets as needed].

\_\_\_\_\_1. Procedural error that resulted in material harm or prejudice to the student (i.e. by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.

Please identify the procedural error(s) that took place and how the error(s) prevented a fair, impartial or proper hearing.

\_\_\_\_\_2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body.

Please describe the new evidence and, if appropriate and possible, attach it to this appeal. Indicate why the information was not provided at the time of the hearing. Also indicate why the information is sufficient to alter the original decision in the case.



\_\_\_\_3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating circumstances.

Please explain how the sanction is grossly disproportionate to the violation (i.e. unreasonably harsh or light, given all of the relevant circumstances).

I certify that the information presented in my appeal is accurate, to the best of my knowledge. I understand that providing false information is a violation of the Code of Student Conduct and subject to disciplinary charges.

---

Signature

Date

For Student Conduct Staff:

---

Received by:

Time

Date Stamp:

Delivered to Appeal Officer

---

Date