

# EMORY COLLEGE HONOR COUNCIL

## appealing an honor code decision

Students who have been found responsible for an Honor Code violation at a full hearing of the Honor Council have a right to appeal their verdicts or sanctions. Students who have accepted responsibility for an Honor Code violation at an informal resolution meeting have a right to appeal their sanctions. All appeals must be submitted within 10 business days from the delivery of the Honor Council decision.

[Undergraduate Academic Honor Code Article VII: Appeal](#) provides a full explanation of the appeals process.

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The Appeal Panel consists of two faculty members and two students who review the materials related to the case and make a recommendation to the Dean. In Emory College, the Senior Associate Dean serves as the designee of the Dean; another Associate Dean may serve on the appeal in cases where the Senior Associate Dean is unavailable or has a conflict of interest. Neither the reported student nor any other witnesses appear before the appeal panel.

The Appeal Panel may recommend one of three actions:

1. It may deny the appeal and uphold the original decision of the Honor Council.
2. It may modify the sanction, either by decreasing or increasing its severity.
3. It may remand the case to the Honor Council for a new hearing.

The Honor Code does not authorize the Appeal Panel or the Dean to change the original decision of a case, but a change in the original decision of the Honor Council is possible if a case is remanded for a new hearing before the Honor Council.

A student may appeal both the verdict and sanction, or the student may accept the verdict and appeal the sanction only (in cases that were resolved through informal resolution, only the sanction may be appealed).

In preparing an appeal, the letter must state the basis for the appeal. The only grounds for submitting an appeal are as follows:

- a) The Honor Council did not administer the procedures according to its published policies, and it is likely these errors could have substantially altered the decision of the Honor Council.
- b) The sanctions were disproportionate to the circumstances of the violation.

- c) There is new evidence, which could not have been reasonably discovered prior to the hearing, and it likely would have substantially altered the decision of the Honor Council.

There is no requirement in terms of the format, length, or style of the appeal, and the Honor Council does not provide a template for students to follow. Many students submit a document organized as a letter addressed to the Senior Associate Dean and the Appeal Panel. Others organize their appeal like a report with clear topics followed by their supporting arguments.

Appeals generally address the following points:

- **What are the grounds of the appeal?** Be clear about the grounds for your appeal as listed above.
- **What is the basis of your appeal?** Is there any new information that you wish to present to the appeal panel that was not available for your meeting/hearing? Was any information not fully considered? Any new evidence that was not considered at the full hearing should be submitted at this time.
- **Was there a procedural irregularity in your hearing that could have affected the outcome of the case?** Explain the impact it had on your case. Review Article IV (“Rights of Students”) of the Undergraduate Academic Honor Code as well the Procedures of the Undergraduate Academic Honor Code.
- **Do you have any mitigating circumstances to share beyond what was presented at the meeting/hearing?** Sharing personal circumstances to a panel of strangers in person or over Zoom may be challenging and overwhelming for some students. You may feel more comfortable expressing these personal circumstances in written form for consideration by the appeal panel. If you do address mitigating circumstances, please explain why these should be considered in determining the sanction.

Simply submitting an appeal does not guarantee a change in the outcome of your case. For questions about the appeal process, please contact [EC.Honor@emory.edu](mailto:EC.Honor@emory.edu) to schedule an appointment with an Honor Code administrator.

The Appeal Panel meets 2-3 times per semester. You will be notified once the Appeal Panel has reached a decision.