



Universidad Ana G. Méndez
Florida Branch Campuses
Appeal of University Decision

Appealing a University Decision Pursuant to the Appeal of University Decision Policy, students and student organizations may appeal a University Decision only after all relevant campus-based administrative channels have been exhausted. Student or Student Organization may appeal a University Decision on the following limited grounds:

- a. Procedural irregularity that materially affected the decision-making process (i.e., failure to follow the University's own published procedures);
- b. The outcome of the University Decision is disproportionate to the violation(s) of university policy or standard alleged; or
- c. New evidence that was not reasonably available or known to exist during the decision-making process.

The written appeal shall be a plain, concise and complete statement which contains at least the following:

- a. Documentation that all campus-based administrative channels were exhausted prior to this appeal.
- b. A description of the specific University Decision that is being appealed.
- c. A statement outlining the background of the case and the basis for the appeal including all pertinent facts and documentation that the student wishes to be considered.
- d. An explanation of the grounds for the appeal; and
- e. An explanation of the resolution being sought by the Student or Student Organization.

Written appeals must be made to the Vice Chancellor of Student Affairs within ten (10) business days of the receipt of a final University Decision. Depending on the nature of the grievance, the Vice Chancellor of Academic Affairs may hear the appeal and serve as Appellate Officer or designee.

The Appellate Officer shall review the written appeal and may, but is not required to, hold a virtual or in-person informational meeting with the Student or Student Organization pursuing the appeal. The Appellate Officer will review the evidence presented and based on a preponderance of evidence, make a determination regarding the appeal.

The Appellate Officer may accept, modify, or reject the University Decision, or return the matter to the relevant University department for reconsideration. The decision of the Appellate Officer is final, and no

further appeals can be made. The Appellate Officer will prepare a written determination letter. The Student or Student Organization pursuing the appeal shall be provided the written determination letter. The Appellate Officer shall strive to provide the written determination letter to the Student or Student Organization within thirty (30) calendar days' notice of receipt of the written appeal.