

Appeals Process for Student Conduct

The Complainant or Accused student or organization has the right to appeal decisions of the Student Conduct Board in writing to the Dean of Valley Forge Military College within three business days of the outcome notification of the hearing. The Dean of Valley Forge Military College will review the appeal and notify the student or organization via email of his/her decision. This is the final appeal at Valley Forge Military College, and, if applicable, all imposed sanctions take effect after the Dean of Valley Forge Military College issues his/her decision.

Appeals must be based on one of the following circumstances and should be addressed in written appeal:

1. Procedural errors – when the published procedures of the conduct process were not followed and the errors violated the student's or organization's rights.
2. Substantive errors – when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case and the prior record of the student or organization.
3. New evidence – when information, existing at the time of the hearing, was not available or known at the time of the hearing.

Written appeals will be reviewed along with the record of the original proceedings.

A student who is appealing has the right to attend classes and VFMC functions until he/she is notified of the appeal decision. Exceptions would be made when the student's presence would create a clear and present danger of material interference with the normal operation of VFMC. In such cases, VFMC may impose temporary protective measures, including an interim suspension, pending a hearing.