

## THE APPEAL PROCESS

### ***Can I appeal the suspension?***

You can appeal the outcome of your case for one or more of three reasons:

- a. The sanctions and/or conditions of sanctions are extraordinarily disproportionate to the violation(s); and/or
- b. A procedural defect occurred that significantly impacted the outcome of the hearing; and/or
- c. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known, or could not reasonably have been known and/or presented at the time of the hearing

Information on the appeal process and the online appeal form can be found at [Appeal Form and Info](#).

Students are formally notified once their outcome letter is emailed. You have three (3) business days from the date of notification to submit your appeal once you have been formally notified of your suspension. You also have three (3) business days from notification of your first level of appeal status to submit your second level of appeal, should your first level not yield any changes (see "How long will it be until I know the outcome of my appeal?" below).

### ***What if I choose to appeal the outcome of my case?***

If you choose to appeal the outcome of your case, you may continue to attend classes and live in your residence hall while the appeal process is underway.

### ***How long will it be until I know the outcome of my appeal?***

**FIRST LEVEL OF APPEAL:** The first level of appeal is heard by a University Appeal Board (UAB). Typically, a UAB will meet once per week. During breaks between semesters and summer semesters, there may be additional time between the UAB meetings due to availability. You will be notified in writing when the UAB reaches a decision.

**SECOND LEVEL OF APPEAL:** You may request the Vice President for Student Affairs (VPSA), or their designee review the UAB decision if your first level of appeal is denied. You will be notified in writing of the outcome of your appeal by the VPSA, or designee, within a reasonable period of time. The decision of the VPSA, or designee, is the final decision in the matter.

Information on the appeal process and the online appeal form can be found by at [Appeal Form and Info](#).

### ***What if I choose not to appeal the outcome of my case?***

**-OR-**

### ***What if my appeal does not result in any changes to the outcome of my case?***

If you choose not to appeal the outcome of your case, your suspension begins immediately upon notification. See below for specific information regarding your residence hall assignment and class attendance.

If your appeal(s) does not yield any changes to the outcome, your suspension begins immediately upon notification of the outcome of the appeal process. Students are formally notified once their outcome letter is emailed. See below for specific information regarding your residence hall assignment and class attendance.

Regarding your Residence Hall Assignment: Typically, upon notification, you will have three (3) days to vacate your residence hall room and formally check out with your hall staff. In some instances, a student may be given less time to remove themselves from campus due to the nature of the violation(s). If you do not check out properly, an improper check out fine will be imposed and your housing refund could be jeopardized. If you need to check out during a break period, you are to contact the Office of Housing and Residence Life at 740.593.4090 or [housing@ohio.edu](mailto:housing@ohio.edu).

After those three (3) days, in accordance with the sanction of suspension, you are prohibited from being present on the premises of the main and regional campuses for the duration of your suspension. Should you be found on campus premises without advance written permission from the Director of the Office of Community Standards and Student Responsibility (CSSR), you will be subject to arrest for trespassing.

Regarding your classes: Unless otherwise specified in your outcome letter, you will need to cease attending your classes immediately.

CSSR will put in a request for your current semester classes to be cancelled. If your suspension extends into a future semester for which you have already registered, it is your responsibility to cancel those classes.

## REFUNDS AND FINANCIAL INFORMATION

### ***Will I get my tuition money back?***

Students who are suspended are subject to the university's refund schedule. Typically, suspensions that occur after the second week in the semester will not result in a refund. In rare instances, a student's hearing may be delayed, typically during a semester break. If a student's suspension was delayed due to CSSR's inability to schedule a hearing, CSSR will provide the student a letter of support for use in the tuition appeal process. Information on the refund schedule and the tuition appeal process is available on the [Provost's webpage](#).

### ***Will I get my room and board money back?***

It is important to know that there is a difference between tuition/fees reimbursement (see "Will I get my tuition money back?" above) and the costs associated with room and board. Room and board refunds are determined by the Office of Housing and Residence Life (HRL) and additional information on the schedule of refund amounts can be found at [HRL Refund Schedule](#).

If you are suspended during a break or intercession, you will need to contact HRL at 740.593.4090 or [housing@ohio.edu](mailto:housing@ohio.edu) to coordinate your checkout. If your property remains in your room as you appeal the original suspension, you will be charged according to the refund schedule.

### ***How will my financial aid and scholarships be affected?***

You should contact Student Financial Aid and Scholarships at 740.593.4141 or [financial.aid@ohio.edu](mailto:financial.aid@ohio.edu) to inquire about potential effects of a suspension on your financial aid and/or scholarships. If you have private scholarships, you may need to directly contact the organizations that sponsor those scholarships to get clarification.

## RE-ENROLLMENT AND POST-SUSPENSION

### ***Can I attend another college or university while suspended?***

You can apply to any school other than Ohio University during your suspension period. Admission to that institution is subject to their rules and admission policy. Please be aware that the Office of Community Standards and Student Responsibility may be asked to disclose your conduct history.

### ***How do I re-enroll at Ohio University after my suspension is complete?***

To re-enroll at Ohio University after your suspension period, you must submit a petition form and any required documentation to the Office of Community Standards and Student Responsibility (CSSR). Your petition must include:

- a. Your reasons for wanting to return to Ohio University;
- b. How your behavior has changed since your suspension from the University; and
- c. Your plans for conducting yourself as a responsible member of the Ohio University community

In addition, the Provider Report Form (PRF) from your behavioral and/or substance use assessment must be completed and submitted to CSSR by your private mental health care provider. You must comply with any recommendations made by the mental health care provider listed on the Provider Report Form, which can be found at [CSSR Forms and Handouts](#). If you were given additional conditions of sanction (community restitution, research paper, etc.), you are to submit the proper documentation to CSSR to verify completion.

Petitions to re-enroll are to be submitted electronically no earlier than 60 days prior to the beginning of the semester you are requesting to return. The form can be found at [Petition to Re-Enroll](#).

Please be aware that your ability to re-enroll is contingent upon successful completion of the petition process, as well as your academic and financial statuses with Ohio University.

If you are suspended during a break or intercession, you will need to contact HRL at 740.593.4090 or [housing@ohio.edu](mailto:housing@ohio.edu) to coordinate your checkout. If your property remains in your room as you appeal the original suspension, you will be charged according to the refund schedule.

### ***How will my financial aid and scholarships be affected?***

You should contact Student Financial Aid and Scholarships at 740.593.4141 or [financial.aid@ohio.edu](mailto:financial.aid@ohio.edu) to inquire about potential effects of a suspension on your financial aid and/or scholarships. If you have private scholarships, you may need to directly contact the organizations that sponsor those scholarships to get clarification.

# Suspension FAQs

Community Standards & Student Responsibility  
349 Baker University Center  
ohio.edu/student-affairs/community-standards  
T: (740) 593-2629  
F: (740) 593-4613

## RE-ENROLLMENT AND POST-SUSPENSION CONT.

### ***How do I register for classes once I'm granted permission to re-enroll?***

Your academic advisor is the best person to help you be sure you can register for your classes. If you are unable to contact your academic advisor or another advisor from your specific college, please contact the Allen Student Advising Center at 740.566.8888, or [advisingcenter@ohio.edu](mailto:advisingcenter@ohio.edu).

### ***Can I live off campus after I return from my suspension?***

Undergraduate students with less than two full years (four semesters, full time enrollment) of living in the residence halls prior to the start of the fall semester in which they enroll are required to reside in University owned housing and participate in the associated mandatory meal plan unless they meet at least one of the [Housing Exemption](#) criteria. A suspension from the university may put you at risk for not meeting the eligibility requirements to live off campus. Please contact the Office of Housing and Residence Life immediately to discuss options for fulfilling the on-campus housing requirement. Please note, typically, a suspension results in the need to take summer classes to fulfill the residential requirement.

### ***What if the incident I am suspended for also results in a felony conviction in a court of law?***

There is an additional review process in which you will need to participate to be able to re-enroll. Should this be the case, you are to contact Ohio University's Office of Legal Affairs at 740.593.2626 to initiate that process.