

## APPEALING AN SFB DECISION

Organizations may appeal funding decisions with grounds. Appeals are not heard solely on the basis of disagreement with the decision of the SFB. Grounds for appeal are honored by SFB when one or more of the following conditions is found to have occurred:

- Procedural standards. There is a question whether policies and procedures as outlined in the guidelines and SFB Constitution were followed.
- New Information. New information has come to light that if it had been known at the time of the original decision, it could have impacted the decision
- Sanction review. The sanctions applied by SFB as a result of the decision are disproportionate for the violation of policy.
- Information review. Based upon existing published criteria for evaluation and surrounding circumstances, a funding proposal should have been approved.

The steps for an appeal are as follows:

- Requestor appeals to the SFB using the Appeal Form stating the grounds for appeal. The appeal must be submitted to SFB within five academic days from the date of notification of the outcome of the request.
- A three-person Appeals Board will be appointed by the SFB Advisor, consisting of one faculty or staff member and two students who were not a part of the group that reviewed the original request and are not members of the group appealing the decision.
- The Appeal Board will determine if the appeal meets any of the grounds for an appeal, The SFB Executive Director will notify the requestor of the outcome. The decision on the appeal will be communicated within five academic days from the date the requestor submitted the appeal.
- If an appeal review is not granted, the original decision goes unchanged and the requestor is to be notified that their appeal was denied.
- If an appeal review is granted by the Appeal Board, the SFB Executive Director (or designee) and the treasurer of the organization (or designee) will appear before the Appeal Board to bring testimony to the case.
- Based on the testimony provided, the Appeal Board may:
  - affirm the original decision made by SFB
  - adjust the sanction(s) issued to the student organization
  - adjust the funding allocation awarded to the organization
  - remand the application back to the SFB board to review with additional information.
- This decision must be communicated to the requestor within five academic class days from the date when the appeal decision was made.
- Appeal Board decisions are final.

It is essential that SFB operate in the best interest of students. Students are invited to bring any on-going concerns about SFB to the attention of the SFB Executive Director, SFB Advisor and/or the Vice President for Student Affairs.

(10/29/18)