

# SOUTHWEST

## TENNESSEE COMMUNITY COLLEGE



### NOTICE

As a member of TBR, Southwest Tennessee Community College is committed to a high quality resolution of every case, and affords both the Complainant and Respondent an opportunity to appeal the decision pertaining to the case.

The appeal process shall consist of an opportunity for the parties to provide additional information to Southwest's attention that would change the decision.

The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President unless the President determines, in her sole discretion, to allow an in-person appeal.

### APPEAL FORM

If necessary, use additional paper to write your responses to the questions.

#### I. Appellant Information (please type or print clearly):

Name \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_  
*City* *State* *ZIP Code*

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address \_\_\_\_\_ Banner ID: \_\_\_\_\_

Party (Check one):

Complainant       Respondent

Southwest Tennessee Community College Employee or Student (Check one):

Employee       Student       Other

Case file number (if known): \_\_\_\_\_

**II. Was the factual information incomplete?**

Yes       No

If yes, please explain:

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**III. Was the analysis of the facts incorrect?**

Yes       No

If yes, please explain:

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**IV. Was the appropriate legal standard applied?**

Yes       No

If yes, please explain:

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**V. If you answered yes to any of the questions above, do you think this information would change the determination in your case?**

Yes       No

If yes, please explain:

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Print Name of Appellant: \_\_\_\_\_

Signature of Appellant: \_\_\_\_\_

Date \_\_\_\_\_ Time: \_\_\_\_\_

Please forward this appeal form to our office to [equityappeals@southwest.tn.edu](mailto:equityappeals@southwest.tn.edu)  
or fax to (901) 333-5038,  
or send by mail to 737 Union Avenue, Parrish Building, Room 221  
Memphis, TN 38103

If you have any questions, contact the  
Office of Equity and Compliance at (901) 333-5005

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