



USAWE Disciplinary Action – BOD Appointee - Appeal

This form must be completed when requesting an appeal from a disciplinary action. The appeal **must be filed within 10 days** of the receipt of a disciplinary action. Failure to submit his or her appeal within 10 days is considered a waiver or withdrawal of the appeal.

Name		Appeal Submission Date	
Position			
Member#		Disciplinary Action Date	
Email		Disciplinary Action and Time Length	
Phone			
Disciplinary Action. Provide a description of the disciplinary action being appealed.			
Reason for Appeal. Provide a detailed description of the reason or reasons why you believe that the decision to discipline you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.			
Witnesses. Identify by name, telephone number and address of all witnesses that you believe will support your claim that the decision to discipline you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.			
Documents. List and attach any documents which support your claim that the decision to discipline you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.			
Appeal Request. Describe in detail how you believe the disciplinary action should be modified.			