# Counter Proposal Submission Form

Below please complete the template for submitting a counter proposal to the Center for Community Standards and Accountability. For additional information on how to complete your counter proposal successfully, please review the Counter Proposal Guidelines below. Please remember to **SAVE** your submission and send it to your assigned Case Manager for review.

**Name**: Click or tap here to enter text. **Date:** Click or tap to enter a date.

**Penn ID**: Click or tap here to enter text. **Email**: Click or tap here to enter text.

1. Please select one or more of the alternative sanctions that you are proposing (***formal sanction only***). For your reference, [click here](https://www.osc.upenn.edu/sanctions) to refer to OSC sanction descriptions.

[ ]  Warning [ ]  Reprimand

[ ]  Probation [ ]  Probation Drop to Reprimand

[ ]  Suspension Not Imposed [ ]  Suspension

[ ]  Delayed Diploma/Degree [ ]  Expulsion

[ ]  Withdrawal from the University

1. If you have completed Question one (1), please explain why this sanction(s) would be best suited for your case.

Click or tap here to enter text.

1. If you believe that you would benefit from completing a different educational sanction or add another educational sanction to those that were recommended, please select one or more of the alternative sanctions that you are proposing. **NOTE**: ***Keep in mind that community service is NOT an option for Academic Integrity cases.***

 [ ]  Reflective Paper [ ]  Decision Making Mapping Exercise

 [ ]  TED Talk Reflection Exercise [ ]  Letter to Future Self

 [ ]  Personal Mission Statement Exercise [ ]  Academic Support Session - WLRC

 [ ]  Community Service (CSA Approved) [ ]  Counseling

 [ ]  Goal Setting Assignment [ ] Alcohol & Drug Education

1. If you have completed Question two (2), please explain why this sanction(s) would be best suited for your case.

Click or tap here to enter text.

1. Please explain in detail why you believe your proposed alternative sanction is more appropriate for your case. Please include any additional information that you would like the Center for Community Standards and Accountability to consider. (1500-character max)

Click or tap here to enter text.

1. Are there any other mitigating factors that you would like to inform the Center for Community Standards and Accountability about as it relates to your counterproposal? If so, please detail below.

 Click or tap here to enter text.

# Guidelines for the Submission of a Counter Proposal

A Counter Proposal is an opportunity for a student to recommend an alternative sanction to the CSA based on new or additional information. Counter proposals are not an opportunity to argue that no violation occurred or a lack of responsibility. When proposing sanctions, the CSA considers the severity of the violation, the student’s personal circumstance if it hasn’t already been discussed with the Case Manager, case precedence, the student’s prior history with the office and the community impact and standards.

**A counterproposal needs to provide:**

* New information that was not known at the time of your initial meeting. This could include additional evidence or consequences of the CSA offered sanction of which you were unaware.
* Additional information that was not discussed during your meeting that can speak to why your proposed sanction is valid. This could include personal information with respect to your circumstances. If so, please provide any documentation or witnesses who could help verify this information.

**A counterproposal should not include:**

* Information that was already discussed during your initial meeting. If your case manager was aware of and able to verify this information, it was considered by the CSA in the initial sanction offer.
* A dispute over the finding of responsibility. If you believe that you are not responsible for a violation of policy and your case manager has found you responsible, you should request a hearing.