Student Conduct Appeal Request Form

Appeal Request Directions
In order for your appeal to be considered, you must complete the following information in its entirety and submit it along with your written appeal explanation to the appropriate office within **10 business days** of the date of your decision letter.

Date: ___________________________________ Appeal Deadline: ___________________________________

Name: ___________________________________ UFID: ___________________________________

UF E-mail: _______________________________ Phone: _______________________________

Local Address: _________________________________________________________________

I am appealing a decision made by the following hearing body:
- Dean of Students (Student Conduct Committee, Greek Conduct Committee, or Health Sciences Student Conduct Committee Hearings)
- Assistant Dean/Director of Student Conduct & Conflict Resolution
- Associate/Assistant Director of Student Conduct & Conflict Resolution
- Hearing Officer for Student Conduct & Conflict Resolution
- Associate/Assistant Director of Conduct & Community Standards
- Hearing Officer for Conduct & Community Standards

I am appealing: (check at least one)
- the finding of responsibility for the following charge(s): ______________________________
- the finding of no responsibility for the following charge(s): ____________________________
- the following sanction(s): _______________________________________________________

I am appealing based on the following: (check at least one)
- my student/student organization’s rights were violated in the hearing process
  *Describe in detail which rights, as outlined in the Student Conduct Code, were violated in the hearing process.*
- there is new relevant material evidence/information that could not have been discovered at the time of the hearing
  *Describe the new and relevant materials or information and explain why it is significant.*
- the information presented does not support the decision by a preponderance of the evidence
  *Describe why the information presented does not support a finding of “responsible” based on a preponderance of the evidence standard (more likely than not).*
- the sanction(s) imposed is/are not appropriate for the violation(s).
  *Explain why the sanction(s) is/are not appropriate for the violation(s).*

Submission Locations
- **Dean of Students Decisions** – submit to Gerard Dorve-Lewis in 155 Tigert Hall or GerardDL@ufsa.ufl.edu; Appeal will be heard by Dr. Mary Kay Carodine or Kim Kitagawa Pace, J.D., Assistant Vice Presidents for Student Affairs
- **All SCCR Staff Decisions** – submit to Keondra Brown in 202 Peabody Hall or Keondrab@dso.ufl.edu; Appeal will be heard by the Interim Dean of Students or their designee
- **Housing Conduct & Community Standards Decisions** – submit to Keondra Brown in 202 Peabody Hall or Keondrab@dso.ufl.edu; Appeal will be heard by the Assistant Dean of Students & Director of Student Conduct & Conflict Resolution or their designee

Division of Student Affairs – Dean of Students Office – Student Conduct & Conflict Resolution