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.

<table>
<thead>
<tr>
<th>Date: __________________________</th>
<th>Appeal Deadline: __________________________</th>
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</thead>
<tbody>
<tr>
<td>Name: __________________________</td>
<td>UFID: __________________</td>
</tr>
<tr>
<td>UF E-mail: ______________________</td>
<td>Phone: __________________</td>
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<tr>
<td>Local Address: __________________</td>
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</tbody>
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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 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