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)
- [ ] Associate Dean/Director of Student Conduct & Conflict Resolution
- [ ] Assistant Director of Student Conduct & Conflict Resolution
- [ ] Hearing Officer for Student Conduct & Conflict Resolution
- [ ] Assistant Director of Conduct & Community Standards

I am appealing: (check at least one)

- [ ] the finding of 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 Tarena Stanley in 155 Tigert Hall; 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; Appeal will be heard by Dr. Jen Day Shaw, Associate Vice President for Student Affairs & Dean of Students
- **Housing Conduct & Community Standards Decisions** – submit to Keondra Brown in 202 Peabody Hall; Appeal will be heard by Chris Loschiavo, J.D., Associate Dean of Students & Director of Student Conduct & Conflict Resolution

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