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)
- 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 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 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 or Keondrab@dso.ufl.edu; Appeal will be heard by the Director of Student Conduct & Conflict Resolution
- Hearing Officer – submit to Gerard Dorve-Lewis in 155 Tigert Hall or GerardDL@ufsa.ufl.edu; Appeal will be heard by an Appellate Hearing Officer designated by the Vice President for Student Affairs