If you are dissatisfied with the outcome of your hearing, you can request an appeal of the case based on the grounds listed below. All appeals must be made in writing and submitted to the Office of Community Standards & Responsibility by the deadline stated in your decision letter. Your written appeal and copies of all documentation related to your hearing will be forwarded to the appropriate Dean, the Vice President for Student Affairs, or his/her designee for consideration. You will not have the opportunity to meet with the appeal body, so it is vital that you include everything you wish for the appeal body to know in your written appeal. It is our expectation that the appeal is written by the student. The outcome of your appeal will be communicated to you in writing. The appeal body may uphold, reduce, or increase the sanctions imposed by the original conduct educator.

Please read below and check the ground(s) you are requesting an appeal on. You must include a written appeal that provides the reason for the appeal, the supporting facts, and a recommended resolution. Appeals that do not meet one of the grounds listed below are not eligible for submission.

- [ ] Procedural misconduct by the conduct educator which was prejudicial to the accused student.
- [ ] The sanction(s) imposed is/are inappropriate for the violation of College policy.
- [ ] The preponderance of evidence standard, as described in the “Other guidelines” section of The Code of Community Standards, was or was not met.

If you believe that there is new evidence or relevant facts that were not brought out in the original hearing, which may be sufficient to alter the finding, you may make a request that this information be considered prior to an appeal. To make a request, please submit your new information in writing to your conduct educator by the deadline specified in your decision letter. If the appeal body determines the new information could be, if proven, sufficient to alter the original finding, the case will be returned to the original conduct educator for reconsideration. After you receive this decision, you will still have the opportunity to appeal on the three grounds. Once a case is sent for appeal, new evidence will not be considered.

Please return this completed form and your written appeal to the Office of Community Standards & Responsibility (Mills 306) by the date specified in your decision letter. Appeals submitted after this date will not be accepted. All decisions of the appeal body are final. If you have any questions about the appeal process, please contact Maeghan Rempala, Director of Community Standards & Responsibility, at 407.691.1337 or at mrempala@rollins.edu.

Student Signature ___________________________________________ Date ________________

Office use:
Date received: ___________ Date reviewed: ____________ Date letter sent: ___________