Office of Community Standards & Responsibility
Review Request Form

Name_________________________________________ R Number ________________________________
Date ___________________________ Cell phone number ________________________________

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

Please read below and check the ground(s) you are requesting a review on. You must include a written review that provides the reason for the review, the supporting facts, and a recommended resolution. Reviews 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 learning action plan imposed is 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 educational conference, which may be sufficient to alter the finding, you may make a request that this information be considered prior to a review. 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 review 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 review on the three grounds. Once a case is sent for review, new evidence will not be considered.

Please return this completed form and your written review to the Office of Community Standards & Responsibility (Mills 306) by the date specified in your decision letter. Reviews submitted after this date will not be accepted. All decisions of the review body are final. If you have any questions about the review 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: ___________