

# Office of Community Standards and Responsibility

## Appeal Request

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Name \_\_\_\_\_ R Number \_\_\_\_\_

Date \_\_\_\_\_ Cell phone number \_\_\_\_\_

If you are dissatisfied with the outcome of your hearing, you can only appeal on the grounds listed below. All appeals must be made in writing and submitted to the Office of Community Standards and 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 Appellate Board for consideration. You will not have the opportunity to meet with the Appellate Board, so it is vital that you include everything you wish for the Appellate Board 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 Appellate Board may uphold, reduce, or increase the sanctions imposed by the original conduct educator.

**Please read below and check the ground(s) you are appealing 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.

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 Appellate Board 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 other two grounds.

Please return this completed form and your written appeal to the Office of Community Standards and Responsibility by the date specified in your decision letter. Appeals submitted after this date will not be accepted. All decisions of the Appellate Board are final. If you have any questions about the appeal process, please contact [csr@rollins.edu](mailto:csr@rollins.edu). This finalized form and your appeal can be submitted to your conduct educator or sent directly to [csr@rollins.edu](mailto:csr@rollins.edu).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office use:**

Date received: \_\_\_\_\_ Date reviewed: \_\_\_\_\_ Date letter sent: \_\_\_\_\_