If you are dissatisfied with the outcome of your educational conference, you can request a review on the grounds listed below. All reviews 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 review and copies of all documentation related to your educational conference 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 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 Appellate Board 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 appealing 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 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 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 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 review on the other three grounds.

Please return this completed form and your written review to the Office of Community Standards and Responsibility (Mills 210) by the date specified in your decision letter. Reviews submitted after this date will not be accepted. All decisions of the Appellate Board are final. If you have any questions about the review process, please contact Stephanie Briganty, Assistant Director of Community Standards and Responsibility, at 407-691-1730 or sbriganty@rollins.edu.

Student Signature ___________________________________________ Date ____________

Office use:
Date received: __________ Date reviewed: __________ Date letter sent: __________