



DIVISION OF STUDENT AFFAIRS

Department of Student Conduct
& Community Standards

Appeal Request Form

An affected/reporting individual (if applicable) and a responding student are afforded a single opportunity to appeal decisions and/or any outcomes issued by a hearing body within five (5) business days of the date of the written decision and outcome. Only affected/reporting individuals who are students are eligible to submit an appeal request with the exception of cases of sex discrimination or sexual misconduct in which an affected/reporting individual may submit an appeal regardless of student status. You can find more information about the appeals process in Appeal Procedures section of the *Student Conduct Code* at sccs.fsu.edu/conduct-codes/.

Your full name:
Your phone number:
Your email address:

Deference is given to the original hearing body's findings of fact and decision on responsibility and/or outcomes; therefore, the burden is on the individual filing an appeal request to sufficiently demonstrate cause to alter the decision of the hearing body or any outcome. An appeal review will generally be limited to a review of the record of the hearing and supporting documents for one or more of the bases of appeal listed below, provided however, that under extraordinary circumstances the appeal administrator may request additional information or clarification from the University, investigator(s), hearing body, Student Conduct Authority, reporting individual, responding student, or witnesses for purposes of this review.

Appeal reviews are not a "re-hearing" of a student conduct matter, rather, a review of process and submitted information to ensure stated procedural standards were followed. Appeal considerations are limited to one or more of the following bases:

- **Process Review.** That the proceeding was not conducted in accordance with established procedural standards or with bias or prejudice on the part of the hearing body. Such procedural errors must have substantially affected the outcome of the hearing.
- **Information Review.** That the information presented in a proceeding does not support the finding of the hearing body that a violation of Code exists.
- **Outcome Review.** That the outcomes are extraordinarily disproportionate given the nature of the violations and any aggravating or mitigating circumstances presented.
- **New Information.** That new information exists that was not known to the individual appealing and could not reasonably have been known or discovered at the time of the original proceeding, and which would have substantially affected the outcome of the proceeding. This does not include statements from an affected/reporting individual or responding student who did not appear for a proceeding or hearing.

In the space provided, please explain your reasons for appeal and any supporting documentation.

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This completed form can be emailed to sccs@fsu.edu or delivered in person in University Center A Suite 4100. By submitting this form, I certify that the above information is correct, and that I have read and understand the information provided about the appeals process. I also understand that I can find additional information about the appeals procedures in the *Student Conduct Code* at sccs.fsu.edu/conduct-codes/.

Responding Student or Affected/Reporting Individual (sign and print)

Date