

## CONDUCT APPEAL FORM

(Must be submitted within three business days of receipt of your decision letter)



### Personal Information

Name: \_\_\_\_\_ Student #: \_\_\_\_\_  
Apartment #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

### Appealing decision made by:

- Complex Coordinator** (Your route of appeal is the Assistant Director, Residential Education)
- Assistant Director, Residential Education** (Your route of appeal is the Director of University Village)
- Director of University Village** (Your route of appeal is the Associate Director of the CPP Foundation)

### Reason for Appeal *(Circle at least one of the following.)*

1. The conduct officer did not have sufficient evidence to determine that you were responsible for the policy violation(s). You contend that you are NOT responsible. (Note: The required standard of evidence is referred to as "preponderance." This means that the conduct officer, after weighing all the evidence, must conclude that there is more evidence that you were responsible for the misconduct than evidence that you were not.)
2. The SANCTION is unfair or disproportionate to the offense.
3. Standard procedures ("due process") were not followed to the extent that your rights were violated.
4. New evidence is now available that should shed new light on the case. (The conduct officer who conducted the initial hearing will reconsider the case in light of this new evidence.)

### Other Information

#### ⇒ **What happens with my sanction while I am appealing?**

The sanction which was issued by the conduct officer does not take effect until the conclusion of the appeal. If the original sanction is upheld in the appeal, deadlines for completion may be extended. You are responsible for complying with all policies during and after the appeal period.

#### ⇒ **Are witnesses permitted?**

You may bring one or more witnesses to testify on your behalf as long as the testimony is pertinent to the appeal. Generally, witnesses are only appropriate when the FACTS or EVIDENCE are being disputed, and not the appropriateness or fairness of the SANCTION. You must submit the names of any witnesses you have asked or will ask to appear at least 2 business days before the appeal meeting.

#### ⇒ **May I bring an advisor?**

You are entitled to bring a non-lawyer support person for guidance and support. You may consult your support person during an appeal, but they may not speak for you during your appeal.

#### ⇒ **How is my appeal considered?**

The appeals officer will consider your statement that you attached to this form. Then he/she will schedule a meeting with you and the initial conduct officer to consider your case. After this meeting, a letter will be sent to you informing you of the appeals officer's decision.

Please attach a letter detailing out your specific reasons for appeal. Summarize in your letter the reason(s) you are filing this appeal. Make sure to include the reason(s) for appeal that you circled above. If you have questions on how to fill out this form, please call the office at 909-869-4242 and ask to speak to a Residential Education professional.