



The Office of Student Rights and Responsibilities

Appeal Request Form

<http://dos.fsu.edu/srr/>

This form must be submitted within 5 class days of receiving decision.

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

A file review by an appellate officer will determine whether an appeal hearing is necessary. If a hearing is deemed necessary, the office will contact you.

Availability: Please list **all** times between 8am and 5pm that you would be available for a **potential** appeal hearing.

Monday:	Thursday:
Tuesday:	Friday:
Wednesday:	

Please read below and **list** the basis or bases you are appealing on. You may appeal on one or all of the following. However, you must include supporting facts for each appeal criteria in the lines below. See Section (3) of the Student Conduct Code for further information at <https://dos.fsu.edu/srr/conduct-codes/>

1.) Due Process errors involving violations of a charged student's fundamental due process rights (See Section(1)(f) or a complainant's rights (see Section (1)(h)) that substantially affected the outcome of the initial hearing.

2.) Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.

3.) Newly discovered, relevant information that was not reasonably available at the time of the original hearing that would have substantially affected the outcome of the original hearing.

4.) A sanction that is extraordinarily disproportionate to the offense committed.

5.) The preponderance of the evidence presented at the hearing does not support the finding with regard to responsibility. Appeals based on this consideration will be limited solely to a review of the record of the first-level hearing, except newly discovered evidence under Section (c)3 above may also be considered.

In the space below, please state the reason(s) for appeal, the supporting facts, and the recommended way to correct the error.

I understand that if a student fails to appear at a scheduled appeal hearing without attempting to cancel, he/she waives the right to appear at the hearing. The scheduled hearing may be heard in the charged student's absence.

If a student attempts to cancel a scheduled appeal hearing, he/she must provide official documentation supporting a valid reason for cancellation. Once an appeal hearing has been scheduled, requesting a postponement due to a criminal court case is **NOT** a valid reason for cancellation.

Cancellation documentation must be received in the Office of Student Rights and Responsibilities five class days prior to the scheduled appeal hearing. The documentation will be reviewed by the Director or designee prior to granting a rescheduled appeal hearing. The Director will make the final determination and notify the student by phone, e-mail, or in writing.

By submitting this form, you certify that the above information is correct, and that you have read and understand the terms of this agreement.

Signature: _____

Date: _____