



STUDENT CODE OF CONDUCT APPEAL FORM

TYPE OF APPEAL (CHECK ONLY ONE):

- Conduct Meeting Appeal per Procedures Manual §201.5.1(5)(c) – **complete Sections 1, 2, 5**
- Suspension/Expulsion Hearing Appeal per Procedures Manual §201.5.1(6)(c) – **complete Sections 1, 3, 5**
- Interim Action Appeal per Procedures Manual §201.5.2(2) – **complete Sections 1, 4, 5**

Section 1 – Student’s Information

Student’s Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ EFSC ID B# _____

Email Address: _____

Section 2 – Conduct Meeting Appeal

EFSC Procedures Manual §201.5.1(5)(c): If a student is found responsible on one or more charges, no later than 7 days after service of the decision, the student may submit a written appeal of the decision and/or imposed sanctions to the Provost (or Dean’s immediate supervisor). A student’s appeal may only be based upon one or more of the following: (1) improper procedures that materially affected the result; (2) newly discovered information or evidence that was not reasonably available at the time of the Conduct Meeting through the exercise of diligence by the student, and that would have materially altered the result; or (3) the sanction imposed was inappropriate for the violation(s). The Provost (or Dean’s immediate supervisor) shall consider the merits of an appeal only on the basis of the above listed grounds for appeal. A student’s dissatisfaction with the result is not a valid ground for appeal. Any sanctions imposed will not be stayed during the appellate process, as the original result and sanction are presumed correct. Students may not present any oral argument on appeal unless specifically requested by the Provost (or Dean’s immediate supervisor), who may affirm the original result, alter the finding(s) of responsibility, alter the sanctions, or remand the matter for further Conduct Meeting proceedings. Within 14 days of the student’s submission of the written appeal, the Provost (or Dean’s immediate supervisor) shall inform the student in writing of the outcome of the appeal via the student’s College email address, unless extenuating circumstances that resulted in a delay are communicated in writing to the student.

Date of Service of Decision: _____

Basis of Appeal:

- Improper procedures materially affected the result; or
- Newly discovered information or evidence that was not reasonably available at the time of the Conduct Meeting through the exercise of diligence by the student, and that would have a materially altered the result; or
- The sanction imposed was inappropriate for the violation(s).

Explain Reason(s) for Appeal (use additional sheets as necessary): _____

Description of supporting evidence, if any (use additional sheets as necessary): _____

Section 3 – Suspension/Expulsion Hearing Appeal

EFSC Procedures Manual §201.5.1(6)(c): If a student is found responsible on one or more charges, no later than 7 days after service of the decision, the student may submit a written appeal of the decision and/or imposed sanctions to the Vice President for Academic and Student Affairs/CLO. A student's appeal may only be based upon one or more of the following: (1) improper procedures that materially affected the result; (2) newly discovered information or evidence that was not reasonably available at the time of the Conduct Meeting through the exercise of diligence by the student, and that would have a materially altered the result; or (3) the sanction imposed was inappropriate for the violation(s). The Vice President for Academic and Student Affairs/CLO shall consider the merits of an appeal only on the basis of the above listed grounds for appeal. A student's dissatisfaction with the result is not a valid ground for appeal. Any sanctions imposed will not be stayed during the appellate process, as the original result and sanction are presumed correct. Students may not present any oral argument on appeal unless specifically requested by the Vice President for Academic and Student Affairs/CLO, who may affirm the original result, alter the finding(s) of responsibility, alter the sanctions, or remand the matter for further Suspension/Expulsion Hearing proceedings. Within 14 days of the student's submission of the written appeal, Vice President for Academic and Student Affairs/CLO shall inform the student in writing of the outcome of the appeal via the student's College email address, unless extenuating circumstances that resulted in a delay are communicated in writing to the student.

Date of Service of Decision: _____

Basis of Appeal:

- _____ Improper procedures materially affected the result; or
- _____ Newly discovered information or evidence that was not reasonably available at the time of the Conduct Meeting through the exercise of diligence by the student, and that would have a materially altered the result; or
- _____ The sanction imposed was inappropriate for the violation(s).

Explain Reason(s) for Appeal (use additional sheets as necessary): _____

Description of supporting evidence, if any (use additional sheets as necessary): _____

Section 4 – Interim Action Appeal

EFSC Procedures Manual §201.5.2(2): The student shall have 2 business days from the date of notification to appeal the interim action (not including the date of issuance). The student's appeal of the interim action must be made in writing (e-mail is sufficient) to the Vice President of Academic and Student Affairs/CLO and must be based upon one of the following grounds: (a) An egregious error pertaining to the student's involvement; or (b) A contention that the violation, even if proven, does not pose an imminent threat of harm to themselves or the health, safety, or general welfare of the College community or property, and thus does not warrant interim action(s). Any appeal of the interim action will be heard within 10 business days of receipt of the appeal, which may be delayed due to a semester break, closing of the College, or other extenuating circumstances. The outcome shall be communicated to the student via the student's College email address within 3 business days of hearing the appeal. If it is determined by that the interim action was not warranted, the student's status will be reinstated and the conduct process will continue in accordance with the Student Code of Conduct. If the student does not appeal the interim action, or if the interim action is affirmed on appeal, the interim action will remain in effect until conclusion of the conduct process.

Date of Notification of Interim Action: _____

Basis of Appeal:

- _____ An egregious error pertaining to the student's involvement; or
- _____ The alleged violation, even if proven, does not pose an imminent threat of harm to myself or the health, safety, or general welfare of the College community or property, and thus does not warrant interim action(s).

Explain Reason(s) for Appeal (use additional sheets as necessary): _____

Description of supporting evidence, if any (use additional sheets as necessary): _____

Section 5 – Signature of Student

*****I affirm that the information provided herein is true and correct to the best of my knowledge and belief.***

Signature of Student: _____ Date: _____

----For Administrative Use Only----

Received by: _____ Date: _____

College Official Presiding Over Appeal: _____

Date of Oral Argument or Hearing (if any): _____

Outcome: _____

Date Outcome Communicated to Student (via student's e-mail): _____

Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetic information, religion, sex, gender, sexual orientation, pregnancy, disability, marital status, veteran status, ancestry or political affiliation in its programs, activities, or employment.

Inquiries regarding the College's nondiscrimination policies may be directed to:

Ms. Darla Ferguson, Chief Equity and Diversity Officer

Cocoa Campus, Building 2, Room 103
1519 Clearlake Road, Cocoa, FL 32922
Phone: 321-433-7080
E-mail: fergusond@easternflorida.edu

OR

Mark Renkens, Title IX Compliance Coordinator

Melbourne Campus, Building 10, Room 215
3865 N. Wickham Road, Melbourne, FL 32935
Phone: 321-433-7180
E-mail: renkensm@easternflorida.edu

Inquiries regarding veterans' programs may be directed to:

Military & Veterans Service Center

Student Services Center/Administration
Building 1, Room 140
3865 N. Wickham Road, Melbourne, FL 32935
Phone 321-433-7880

OR

Military & Veterans Service Center

Ralph M. Williams Student Center,
Building 11, Room 113
1519 Clearlake Road, Cocoa, FL 32922
Phone: 321-433-7880