



## Residence Life Conduct Appeal Form

Name: \_\_\_\_\_ Date of Original Decision Letter: \_\_\_\_\_

Hall and Room #: \_\_\_\_\_ Hearing Officer: \_\_\_\_\_

Phone #: \_\_\_\_\_ Criteria(s) you are appealing under: \_\_\_\_\_  
(See below)

Email Address: \_\_\_\_\_ Case Number you are appealing: \_\_\_\_\_  
(Listed at top of Original Decision Letter)

### You may appeal the result of your hearing on one or more of the following grounds:

1. The established procedures were not followed in a significant way and, as a result, the factual findings, the sanction(s), or both, were not appropriate.
2. The severity of the sanction(s) imposed was not appropriate based on the nature of the violation or the circumstances.
3. There is new information that would have been material to the outcome had the information been presented at the hearing. The new information must be included with your appeal. Also, you must show that the new information could not have been presented at the original hearing.

Any appeal that is submitted under any of the previous three criteria must also show that the sanction(s) imposed are one of suspension in abeyance, termination in abeyance, termination of housing agreement, suspension, or expulsion. If you did not receive a sanction of suspension in abeyance, termination in abeyance, or higher, your appeal will not be reviewed.

The purpose of an appeal is not to provide a second hearing for the case; the appeal will be based on the record of the case only. **The Appeals Board will not meet with the student or re-hear the case. All requests for appeal must be filed in writing within three (3) business days from the date of the first attempt to notify you of your decision letter. This date will be tracked via the email that was sent notifying you that the letter is ready to be picked up. It is also mandatory that you attach a copy of your decision letter to your appeal. If you do not submit a copy of your Decision Letter with your appeal, your appeal will not be reviewed. Submit your appeal to Jessica Minck at 54 Hallett Hall.**

Any actions that may have been levied against you will be suspended until the appeal is heard, unless the welfare of the individual or the community is threatened. This means that you will not be asked to relocate or move out of the halls until the appeal is heard and a decision is reached. The Residence Life Appeals Board Chairperson and a staff member from the Office of Judicial Affairs or Housing & Dining Services will first review all requests for an appeal to see if they meet the established criteria for appeal and are within the three day timeline. If students do not meet the established criteria for appeal or do not appeal within the allotted timeframe, the appeal will not be considered by the Residence Life Appeals Board and you forfeit your right to appeal. In rare cases, circumstances outside your control may occur which prevent you from submitting an appeal by the deadline. Should this situation occur, you must explain in writing why you did not meet the deadline.

Please attach a typed (double-spaced) explanation to this form that addresses your reasons for appealing. You must explain why you meet the criteria to appeal and must include all additional information that will aid the Residence Life Appeals Board in making its decision. You will receive written notice of any decision in regard to your appeal. If you have any questions or concerns, please contact Jessica Minck at [jessica.minck@ad.colorado.edu](mailto:jessica.minck@ad.colorado.edu) or (303) 492-5832.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_