



CONDUCT APPEAL FORM

The criteria for the appeal are limited to the following:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the accused student or organization was based on substantial evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct did occur.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student or organization was found to have committed.
4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing because the person or organization appealing did not know such evidence and/or facts at the time of the original hearing.

The purpose of an appeal is not to provide a second hearing for the case. The appeal decision will be based on the information outlined in the Student Code of Conduct. The appeal process is completely in writing. The appeal officer is appointed by the Office of the Provost. **The Appeal Officer will not meet with the student or re-hear the case. All requests for appeal must be filed in writing to the following location within five (5) working days from the receipt of the decision letter.**

**Dean of Students Office
Tivoli 311
Mailing Address: CB 74, P.O. Box 173362, Denver, CO 80217
Phone: (303) 615-0220
Email: Katie Joyce, kjoyce4@msudenver.edu**

The Dean of Students Office will forward to the appeal request and student conduct file to the appointed appeal officer. The Dean of Students Office will not review the appeal.

Any actions that may have been levied against the student will be suspended until the appeal is heard, unless the Student Conduct Officer determines that the welfare of the individual(s) or the community is threatened.

If the Appeal Officer determines that the student does not meet the established criteria for appeal or does not appeal within the allotted timeframe, the appeal will not be decided on and the student forfeits his/her right to appeal. For more detailed information on the appeal process refer to the MSU Denver Student Code of Conduct Article IV F: msudenver.edu/deanofstudents/studentconduct/studentcodeofconduct/

Attach a typed, double-spaced explanation to this form that addresses your reasons for appealing. You must explain why you meet any of the about criteria to appeal and must include all additional information that will aid the Appeal Officer in making their decision.

You will receive written notice of any decision in regard to your appeal.

To submit an appeal, please complete the following:

Name: _____

Date of your decision letter: _____

Address: _____

Conduct officer: _____

Phone #: _____

Criteria number(s) you are appealing under: _____

Please sign and date this form and attach a typed explanation for why you are appealing.

Signature: _____ **Date:** _____

Dean of Students Office * Campus Box 74 * P.O. Box 173362 * Denver, CO 80217-3362 * Phone: (303) 615-0220