American University
Student Conduct and Conflict Resolution Services
Appeal Form

The Student Conduct Code section XVII outlines the appeals process for disciplinary outcomes. A complete description of the appeals process is located on the Student Conduct and Conflict Resolution Services website in the Student Conduct Code at http://www.american.edu/ocl/sccrs/index.cfm. Please contact conduct@american.edu or 202-885-3368 with any questions. Disciplinary determinations may be appealed under the following conditions:

1. If you are the **complainant**, you can only appeal if you have a right to know the outcome of the case under the Campus Security Act of 1990. In cases where the complainant is not the victim/survivor of the respondent's actions, the right of appeal applies to the complainant only with the written permission of the person identifying as the victim/survivor.
2. If you are the **respondent**, you can appeal any disciplinary decision.

Appeals must be in writing (please use the form on the back of this sheet) and delivered to Student Conduct and Conflict Resolution Services **within seven (7) business days after the notice of the case outcome**. In the case where the complainant is informed of the case outcome, and an appeal is submitted by the complainant or respondent, the other party shall be given an opportunity to respond within seven (7) business days of notification that an appeal has been submitted.

1) Please provide the following information:

Name: AUID Number (if applicable):

Hearing Officer (if known): Case Number (if known):

2) Please specify why you are submitting this appeal. You may select multiple grounds for appeal.

- ☐ New information that significantly alters the finding of fact;
- ☐ Evidence of improper procedure;
- ☐ Insufficient/excessive sanctions*

** If the respondent was found not responsible, neither party may appeal on the grounds of insufficient/excessive sanctions.*

3) Please provide information relevant to each area that you selected above.

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4) Please attach any additional documents that relate to your appeal.

By signing this form, I hereby assert that the statement (and related documents) attached is true and may be shared with the respondent, appellate board, staff from the Student Conduct and Conflict Resolution Services office, and the vice President of Campus Life or designee.

In the event that any individual knowingly offers false information, that individual may be subject to disciplinary action taken by the University, including but not limited to suspension or dismissal from the University.

Signature_____ Date_____