

**Salve Regina University
Dean of Students
Appeals Form**

Name: _____

Phone #: _____

Email Address: _____

To initiate this process, the student must write and submit, on their own behalf, this form and supporting documentation to the Dean of Students' Office within 5 days after receiving (written) notification of the initial decision. The appeal must be accompanied by this Dean of Students' Appeal Form (to be issued by the Dean of Students' Office) and must include a statement supporting the grounds for the appeal and all relevant supporting information. This will then be submitted to the Appeals Officer.

The purpose of the appeal is not to provide a second hearing of the case. The Appeals Officer will not meet with the student or re-hear the case. The appeal procedure is outlined in the Student Handbook.

The grounds for appeal must be based on one of the following (check all that apply):

1. _____ **Procedural Error:** A procedural error(s) occurred during the conduct process that significantly impacted the outcome.
2. _____ **New Information:** Discovery of new information, unavailable at the time of the conduct meeting, that if introduced would have significantly affected the outcome of the conduct meeting. A detailed account of the new information must be clearly specified. Information is not considered new if the student did not attend the original meeting(s) or voluntarily withheld information during the original meeting(s).

All requests for an appeal must be submitted within five days of receiving the outcome. Appeals submitted after five days will not be considered and the student forfeits their right to appeal.

Attach the typed (double spaced) supporting statement to this form that addresses one of the grounds for the appeal. There must be an explanation of why the appeal meets the criteria to appeal and must include all additional information.

You will receive written notification of any decision regarding your appeal.

Please sign and date this form indicating that you understand the information above and have attached a typed statement for the appeal.

Signature: _____

Date: _____