

## Student Conduct Appeal Request Form

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
PSU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**In Conduct Hearings that involve allegations of sexual misconduct, the party submitting a complaint has additional rights. Please indicate whether you are a qualifying Complainant in a matter involving allegations of sexual misconduct (check one).**  Yes  No

For more information about the rights of complainants and respondents please visit the Conduct website to review the [Student Code of Conduct](https://pdx.edu/dos/psu-student-code-conduct) ([pdx.edu/dos/psu-student-code-conduct](https://pdx.edu/dos/psu-student-code-conduct)).

### Appeal Request Directions

Submit this form, along with a typed explanation of your appeal, to the Office of the Dean of Student Life in SMSU 433 or via email to [conduct@pdx.edu](mailto:conduct@pdx.edu) within **10 business days** of the date listed on your decision notification letter. All Dean of Student Life appeal requests are heard by the Vice President for Student Affairs or a designee. All Housing & Residence Life appeal requests are heard by the Director of Housing & Residence Life or a designee.

### Step 1: Identify your Appeal Type

Housing Conduct Appeal  Dean of Student Life Conduct Appeal

### Step 2: Reason for Appeal

I am appealing based on the following (check at least one) and will explain my reasoning in my appeal:

- There was an error in the conduct process.** Provide a typed and detailed description of the error(s) in the Conduct process that took place. Reference the [Student Code of Conduct](https://pdx.edu/dos/psu-student-code-conduct) ([pdx.edu/dos/psu-student-code-conduct](https://pdx.edu/dos/psu-student-code-conduct)).
- Relevant evidence/information not available at the time of the original hearing has been discovered.** Information must be significant enough to have had an impact on the outcome. Provide a typed and detailed description.
- The sanction(s) imposed were outside of the University's authority.** Provide a typed and detailed description that demonstrates how the imposed sanction(s) are outside of the University's authority. Dissatisfaction with a decision is not grounds for an appeal.

### Step 3: Attach your Appeal

Provide a typed explanation of your appeal, including a list of the specific decision(s) that you are appealing.

I hereby confirm that all submitted information is accurate to the best of my knowledge.

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

For Office Use Only: Hearing Date: \_\_\_\_\_ Appeal Deadline: \_\_\_\_\_ Date Received: \_\_\_\_\_

Note for Hearing Office/representative: Before forwarding the form to the VPSA be sure to attach your typed statement.