

Howard University
Office of Student Conduct and Community Standards

<h2 style="margin: 0;">APPEAL FORM AND LETTER</h2>
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202.806.6131

A student found **Responsible** by a Hearing Panel or Hearing Officer of having violated the *HU Student Code of Conduct* has the right to appeal the decision including any actions imposed, if they meet any of the criteria cited in Section IV 3A of *the Code*.

In order to file an appeal, this form must be completed and returned to the Office of Student Conduct and Community Standards within **five (5) business days** of the receipt of the Notice of Findings letter/hearing outcome. The appeal officer or committee has 30 calendar days to determine an outcome. However, you may receive notice as early as this week. *Please note: Each case may be appealed only once.*

The Appeal Officer or Appeal Board will review your appeal to determine whether it meets at least one of the criteria and will contact you directly with the results of your appeal review.

Appellant's Name: _____

Appellant's Phone Number: _____

Appellant's Permanent Address: _____

Email Address: _____ Student ID # _____

Date of Conduct Hearing: _____ Residence Hall: _____

Sanctions Imposed: _____

(Please attach a copy of your Notice of Findings letter)

Cite the specific number and criteria from the Code (p. 12, 1-4) on which your appeal is based.

Remember to attach your **APPEAL LETTER** (no more than five (5) double spaced pages long).

Signature

Date