

## Appeal Form

All students have the right to an appeal. To file an appeal of this decision, please complete and submit this form with supporting documentation to dos@iit.edu within five (5) calendar days of notification of the decision. Supporting information must be submitted with the appeal. An appeal or submission made after this deadline will not be considered, and the student will be deemed to have waived his right thereto. The appeal should be forwarded from your Hawk email account.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

A-Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please check below the ground(s) for your appeal.

Appropriate procedures were not followed.

*Please identify the procedural error(s) that took place and how the error(s) prevented a fair, impartial or proper hearing.*

The sanction imposed was inappropriate for the offense.

*Please identify why the imposed sanction was inappropriate for the offense.*

New evidence that was not available at the time of the original decision, due to no fault of the student, has become available.

*Please describe the new evidence and, if appropriate and possible, attach it to this appeal. Indicate why the information was not provided at the time of the hearing. Also indicate why the information is sufficient to alter the original decision in the case*

Please provide any additional information for your appeal (additional pages may be attached).

As a reminder, to file an appeal of this decision, please complete and submit this form with supporting documentation to dos@iit.edu. If there is a basis for appeal, the Vice Provost for Student Affairs & Dean of Students will review the case and make recommendations based on his/her findings. The appeals process is not retrying or rehearing a case.

Decisions made by the Vice Provost for Student Affairs & Dean of Students can result in one of the following: to lessen the consequence(s) based on a finding that the decision/sanction(s) were excessive or not in line with past practice; to modify the sanction(s) or decision based on the case review; or in very limited situations to grant a new hearing based on new information or failure to follow the due process.

An appeal submitted after the deadline will not be considered. More details about the appeal process can be found in the [Illinois Institute of Technology Student Handbook](#) or <https://web.iit.edu/student-affairs/handbook/fine-print/conduct-discipline>.

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

Submitted Date: \_\_\_\_\_

**Office of Community Standards.**

Phone: 312.567.5172

Email: [conduct@iit.edu](mailto:conduct@iit.edu)