

Additional Procedures for University Appeals

1. The student requesting the appeal has the right to be assisted by an advocate or advisor of choice in accordance with the provisions of the RIT Advocacy Program (<https://www.rit.edu/studentaffairs/studentconduct/rights-responsibilities/rit-advocacyprogram>).

2. The appeal request will be reviewed to determine that the appeal meets the threshold standard in alignment with one or more of the Grounds for Appeal. If an appeal does not meet the threshold, parties will be notified and the case will be closed with the original outcome in place. If it does meet the threshold, parties will be contacted regarding the appeal procedures (and scheduling in the case of a board hearing).

3. Once an appeal request is filed and determined to meet the threshold to move forward, the parties involved will receive written, electronic notification of the receipt of the appeal and request for any additional needed information.

For Board hearings:

- a. The appealing party must attend the scheduled hearing in person or via video conference or forfeit the right to appeal.
- b. Other participating parties who did not appeal may be invited to participate in a hearing, if applicable, but not required to attend. In lieu of attendance, they may submit a written statement of response to the appeal which will be provided to the University Appeal Board.
- c. The hearing will include an opening statement from participating parties. The statement is limited to a maximum of 20 minutes. Statements from advocates, advisors of choice or liaisons are not permitted.
- d. A member of the Center for Student Conduct and Conflict Resolution or representative of the hearing officer/panel will be available to respond to the appeal and give the rationale for the determination made at the original hearing, including status and conditions.
- e. After opening statements, the UAB may, at its discretion, ask questions of the parties present. After questioning is complete, the student(s) and hearing officer will be given time for closing statements. New information may not be added during the closing statements and the time is limited to five (5) minutes per statement. A hearing is considered closed after all testimony and evidence has been submitted by the parties and the chair of the UAB has concluded the appeal hearing.

5. For all appeal reviews (administrative and hearing boards) the decision of the UAB will be sent electronically to the required parties generally within one week (5) business days of the hearing. The determination rendered by the UAB is final and may not be appealed further.

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