

## Procedure for University Appeals Board Appeals

1. Within three (3) business days of receiving the determination of a conduct hearing, the student must submit the basis for appeal using the Appeal Request form ([https://cm.maxient.com/reportingform.php?RochesterInstofTech&layout\\_id=8](https://cm.maxient.com/reportingform.php?RochesterInstofTech&layout_id=8)) or otherwise in writing to the Student Conduct Appeals Coordinator.
2. 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-advocacy-program>).
3. Once an appeal is filed, the parties involved will receive written, electronic notification within three (3) business days of the receipt of the appeal. This notice will state that the case is under appeal and will be scheduled for an appeals hearing.
4. The appealing party will attend the scheduled hearing in person or via video conference or forfeit the right to appeal.
5. The student filing the appeal will appear in front of the UAB and present the basis for the appeal. There will be a time limit of twenty (20) minutes for an opening statement by the student. In cases with multiple appealing students (or respondents in D.19 cases), each student will be offered 20 minutes to present an opening statement.
6. A member of the Center for Student Conduct and Conflict resolution will be available to respond to the appeal and give the rationale for the determination made at the original hearing, including status and conditions.
7. After presentation of the appeal and before the parties are dismissed, the UAB may, at its discretion, ask questions of the parties present. The student(s) will be given time for closing statements. 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.
8. The decision of the UAB will be sent electronically to the required parties generally within three (3) business days of the hearing. The determination rendered by the UAB is final and may not be appealed further.
9. Guidelines for UAB outcomes are outlined in Policy D.18.2. One outcome is to modify an outcome. In cases based on D.18 policy violations, the board modifications may only reduce the initial sanction. However, in cases based on D.19 policy violations, modifications may increase or decrease across the full range of sanctions.

URL: <https://www.rit.edu/studentaffairs/studentconduct/conduct-process/appeals>

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