



Office of Community Standards  
Otte Center for Student Affairs • 201 South Grant Avenue • Columbus, OH 43215

## FRANKLIN UNIVERSITY PETITION FOR APPEAL

*This form can be used to formally appeal any judgment (student conduct sanction, academic misconduct sanction or student grievance response) rendered by the Office of Community Standards. For more information regarding the appeal process, please visit the Office of Community Standards webpage at [www.franklin.edu/community-standards](http://www.franklin.edu/community-standards).*

### PETITIONER

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Address: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email address: \_\_\_\_\_

### INSTRUCTIONS

1. COMPLETE THE FORM, INCLUDING SIGNATURE AND DATE. *This form may be filled electronically.*
2. SEND FORM, INCLUDING ALL RELEVANT DOCUMENTATION AND ATTACHMENTS, TO THE OFFICE OF COMMUNITY STANDARDS (LOCATED IN THE OTTE CENTER FOR STUDENT AFFAIRS), MAIL TO THE ADDRESS ABOVE, OR E-MAIL TO [advocate@franklin.edu](mailto:advocate@franklin.edu).

### PLEASE NOTE:

Submission of any appeal must be submitted within 15 calendar days of receipt of the decision letter.

**Appeals must be based on one or more of the following criteria (CHECK ALL THAT APPLY):**

- The established processes were not followed in a significant way that resulted in material harm or prejudice to the student. Deviations from designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results have occurred.
- Discovery of substantial new evidence that was unavailable at the time of the hearing or investigation that reasonably could have affected the decision. Such new information must be included with this petition.
- The sanction imposed (if applicable) was disproportionate to the nature of the violation or circumstances. In cases in which a charged student has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed.

**If the appeal does not address one or more of the above criteria, it will not be considered for review. A revised submission will be accepted only if it is received within the original 15 day timeframe.**

**Dissatisfaction with a decision alone is not grounds for an appeal. Non-attendance or non-participation in the outcome decision is not considered new evidence and grounds for an appeal.**

## **ENTER YOUR APPEAL**

List the nature of your appeal below. Include the following items:

1. A detailed summary of all facts pertaining to the appeal to date. Attach any additional documentation as needed; facts and/or documents not included will not be considered.
2. A detailed explanation of why the Office of Community Standards' decision is being appealed. Remember, you must link this explanation to one or more of the criteria listed on Page 1, citing specific details.
3. Your desired outcome of the appeal
4. Rationale in support of the desired outcome. Attach any additional documentation as needed.

*I hereby declare that the above statement is true to the best of my knowledge and belief, and I understand that any false statements made in this complaint may be considered a Student Code of Conduct violation.*

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