

APPEALS PROCESS

Students, Student organizations, or appointed officers of the LSSC Student Government Association who wish to appeal a decision to the Vice President of Enrollment & Student Affairs, must do so within ten business days of the receipt of the final administrative action or decision, to request a formal hearing.

The written appeal request must contain:

1. A description of the specific administrative action or decision that is being appealed
2. A statement outlining the background of the case and the basis for the appeal including all pertinent facts and documentation that the student wishes the Vice President of Enrollment & Student Affairs, or their designee to consider
3. An explanation of the steps taken by the student in an effort to resolve the grievance informally
4. An explanation of the resolution or administrative action being sought by the student

The failure of a grievant to comply with the specified time frames outlined in this procedure shall terminate the proceedings and the decision most recently rendered will become final. The hearing will be informal in nature and conducted in a spirit of mediation and reconciliation.

Students requesting review have the right to an advisor, advocate, or legal representative, of their own choosing and at their own expense, present at the proceeding. Such person may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses. The advisor or advocate may not serve in any other role, including investigator, decider of fact, hearing officer, or decide the charge, or any appeal. (F.S. 1006.60).

The Vice President of Enrollment & Student Affairs or their designee will make reasonable efforts to accommodate an advocate; however, the availability of students or student organization members; witnesses, the designated administrator and other necessary participants, as well as the expectation to promptly complete the disciplinary or conduct procedure, may take priority when determining the date for a hearing. An Advocate may not delay, disrupt, or otherwise interfere with a disciplinary or conduct procedure.

It shall be the prerogative of the Vice President of Enrollment & Student Affairs, to limit the number of witnesses included in the hearing while ensuring that all pertinent information is reviewed.

The Vice President of Enrollment & Student Affairs, or their designee, may seek legal advice from the LSSC Legal Counsel.

Witnesses and all other persons involved in the appeal are expected to maintain strict confidentiality regarding the proceedings and are not permitted to record the proceeding by video or audio.

The Vice President of Enrollment & Student Affairs, or their designee, shall consider the evidence and reach a decision, basing that decision only on the evidence and exhibits received at the proceeding, arguments made in accordance with these procedures, and any opinions received from the LSSC College Counsel.

The Vice President of Enrollment & Student Affairs, or their designee, will determine whether a preponderance of the evidence presented demonstrates that a procedural error, substantive error, or new evidence

was presented that significantly altered the understanding of the action or decision, and if so, will recommend remedies.

The Vice President of Enrollment & Student Affairs or their designee will then prepare a formal letter detailing a finding for or against the grievant along with any recommendations for resolving or terminating the matter.

The grievant will be notified of the final decision via Lakehawk email within ten business days of the conclusion of the hearing. The decision of the Vice President of Enrollment & Student Affairs, or their designee, is final and no further appeals can be made.