



<i>For Office Use:</i>	
Date Received	Initials

RESIDENTIAL LIFE HEARING APPEAL FORM

Appeal Filing Date: _____

Case/File Number: _____

Name: _____

Student ID Number: _____

Hall: _____ Room: _____

Telephone Number: _____

Decisions resulting from a Formal Hearing may be appealed by the accused student or the complainant¹ for one or more of the following purposes or grounds:

1. To determine whether the Hearing was conducted fairly in light of the charges and information presented and in reasonable conformity with the prescribed procedures outlined within the Residential Life Conduct Process Guide. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
2. To consider new information, likely to make a substantive difference in the outcome of the hearing, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
3. The sanction(s) imposed is/are substantially disproportionate to the offense (including consideration of the accused student's prior offenses, if any).

The appeal must be written and submitted to the Administrator for Residential Life (or the Administrator's designee) in the Residential Life Administration Office, 305 Schmitz Hall, or via email to judicial@uw.edu within three working days after the date of the letter informing the resident of the outcome of the hearing. The requestor should include his or her specific grounds for appeal with a full explanation and any supporting documentation. It shall be up to the Administrator to determine whether the resident has valid grounds for appeal. If valid grounds exist, either a Formal Hearing or Sanction Review Meeting will be scheduled, as applicable.

The requestor shall be notified within five working days after the receipt of his or her written appeal whether a new hearing has been granted. If granted, the requestor will be sent a letter for the purpose of arranging the new hearing or a Sanction Review Meeting. The decisions resulting from a second hearing or Sanction Review Meeting may constitute the approval, rejection, or modification of the decisions of the original hearing. The decisions of the second hearing or Sanction Review Meeting are final.

Notice of appeal submitted according to the above guidelines suspends the imposition of sanctions until the appeal is decided; however, Residential Life may take interim disciplinary action when the continuing presence of the resident poses a danger to persons or property, or poses an ongoing threat of disrupting the residential community.

¹ Within the Residential Life Conduct Process, the term "Complainant" means any person who, directly or indirectly, submits a report to Residential Life alleging that he or she has been a victim of another resident's misconduct that includes violence, sexual harassment or other sexual offense.

Explanation of Appeal

Include the specific grounds for appeal with a full explanation and any supporting documentation. Attach additional pages as needed.