



## APPEAL REQUEST FORM

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

My appeal is based on one or more of the following reasons [If you check a basis, you must provide facts, documentation or perspective that supports your appeal. It is important to provide information that is as detailed and accurate as possible, so that the appeal committee can make an informed decision regarding the appeal. You may attach additional sheets as needed].

\_\_\_\_1. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).

Please identify the procedural error(s) that took place and how the error(s) prevented a fair, impartial or proper hearing.

\_\_\_\_2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body. A summary of this new evidence and its potential impact must be included.

Please describe the new evidence and, if appropriate and possible, attach it to this appeal. Indicate why the information was not provided at the time of the hearing. Also indicate why the information is enough to alter the original decision in the case.

\_\_\_\_3. The sanctions imposed are substantially disproportionate to the severity of the violation.

Please explain how the sanction is substantially disproportionate to the violation (i.e. unreasonably harsh given all the relevant circumstances).

*\*Please return completed appeal form to the party indicated in your Outcomes Letter.*