

**RESIDENTIAL LIFE HEARING APPEAL FORM**

Appeal Filing Date: \_\_\_\_\_

Case/File Number: \_\_\_\_\_

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

Student ID Number: \_\_\_\_\_

Hall: \_\_\_\_\_ Room: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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Decisions resulting from a Formal Hearing may be appealed by the accused student 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 Assistant Director for Residential Life (or the Assistant Director's designee) in the Residential Life Administration Office, HFS Central Office in Terry Hall, or via email to [judicial@uw.edu](mailto: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 Assistant Director 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.

**Explanation of Appeal**

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