This form is to be used when requesting an appeal of a decision made by the University Hearing Board in an Accountability Hearing. A full description of the criteria for an appeal and the process of appeal can be found in the Student Handbook.

**Student Information**

Student Name: __________________________________________

Student ID #: __________________________________________

Case Number: __________________________________________ University Hearing Board Date: ___________________________

**Indicate Appeal Criteria Met and information Provided in the Request**

☐ I, the student, have attached **new evidence or new information** that did not **exist** at the time of the University Board Hearing that could have a bearing on the board’s original decision.

*Note: A failure to present information or witnesses that were known to you at the time of the first hearing is not reason for appeal.*

Check the items that are attached that demonstrate the new evidence

☐ Medical Report ☐ Letter(s)

☐ Photo(s) ☐ Other: __________________________

☐ Video (CD) ☐ Other: __________________________

☐ I, the student, have attached documentation/information that indicates an **error occurred in the student conduct procedure** that **may have affected** the final outcome of the board’s decision.

Indicate the specific area of the Student Conduct System that indicates an action or procedure that was not followed in this case.

Pg. #: _______  Description: __________________________________________

Pg. #: _______  Description: __________________________________________

Pg. #: _______  Description: __________________________________________

**Important Notes**

The following items must be attached:

- Written statement of request detailing the specifics of why you believe your request meets the criteria for appeal.
- All supporting documents as indicated above.

*Note:*

- All supporting documents must be included with the submission of this form. References to evidence and/or information that is not attached will not be considered.
- All student conduct related requests must be prepared and submitted by the student. Third party requests will not be approved.

Student Signature: __________________________________________ Date: __________________________