

## Appeal Information Checklist

Student Name: \_\_\_\_\_ UIN: \_\_\_\_\_

**\*Appellants are urged to review the “Frequently Asked Questions” regarding appeals at the Office for Student Conflict Resolution website located at: <http://www.conflictresolution.illinois.edu>**

**All Appellants Have the Right To:**

- Review all documentary information that will be presented at the appeal hearing.
- Have an advisor accompany them to the appeal hearing. Advisors may not actively participate in the hearing but may communicate with the appellant.
- Present rationale for appeal on his/her behalf

*Appeal hearings only consider the procedures and do not serve as arenas to reinvestigate the finding of fact, except as narrowly outlined in the criteria below.* Appellants must submit a written statement of appeal based on one of the three grounds for appeal. The written statement should include the specific relief requested by the appellant. Appellants can ask the hearing officer who heard their case or another hearing officer in the Office of Conflict Resolution for assistance in preparing this appeal. All appeals must be signed by the appellant and delivered to the Office for Student Conflict Resolution (see address below) before the appeal deadline.

**Rationale for Appeal (Please check all that apply):**

- The hearing was not conducted fairly or in conformity with prescribed university procedures. The appellant must show that any alleged bias or deviation from these Student Disciplinary Procedures is likely to have adversely affected the outcome of the original hearing. (3.01.b.i). *Appellants must identify which deviations from procedure led to a change in the outcome of the hearing.*
- The sanction(s) imposed by the hearing body was/were not appropriate for the violation(s) for which the student was found responsible. (3.01.b.ii). *Appellants must establish that sanctions are not suitable to the violation. Information on what constitutes typical sanctions for offenses can be obtained from the Office for Student Conflict Resolution. Appeals will take into account the previous violations of the appellant. Appellants should understand that sanctions may be increased or decreased by the hearing body.*
- New, substantive information, sufficient to alter the decision, exists and was clearly not available at the time of the original hearing (3.01.b.iii). *Appellants must establish that significant and relevant information was not heard or known earlier, that the information could not have been considered at the prior hearing, and that the new information would likely change the outcome or sanction at the earlier hearing. Because they are not used in determining responsibility for violations, criminal court decisions to charge or not to charge a crime, for instance, are not relevant in considering university misconduct.*

**Desired Outcome** - Briefly state the *specific* changes you are requesting the appeal committee make to the original decision, e.g., remand of the case for a new hearing, a change in sanctions, a reversal of the hearing officer determination:

**Structure of Appeal Hearings for Dismissal and Conduct Probation Level Offenses**

- Introduction of all committee members. Appellant may challenge member objectivity.
- Committee chair informs appellant of the agenda for the hearing.
- Appellant summarizes the rationale for appeal in a statement of no more than 10 minutes.
- Committee members are able to ask questions of the appellant
- Hearing Officer or Committee Chair provides synopsis of incident, rationale for finding and sanction.
- Committee members are able to ask questions of the Hearing Officer or Committee Chair.
- Appellant is permitted a final comment before deliberation. Comments will focus only on the reason for appeal.
- Committee members deliberate privately to determine if grounds for appeal were met.
- Appellant is informed of the decision. Decisions will also be sent in writing. All appeal decisions are final.

*I understand the procedures for appealing my disciplinary sanction and the information I will need to submit to the Office for Student Conflict Resolution in order for my appeal hearing to be scheduled. I understand that a scheduled appeal hearing may go forward at the discretion of the committee, even if I do not attend. I also understand that an appeal hearing is not a rehearing of my case, but a determination of whether sufficient information exists to support my rationale for appeal.*

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Appellant Signature

Date

**Simply submitting this form is not sufficient. This form must be accompanied by your written statement of appeal and arrive in the office by the appeal deadline to:**

Director-Office for Student Conflict Resolution  
300 Student Services Building  
610 E. John Street  
Champaign, IL 61820