

Appeal Information Checklist

Name: _____ UIN: _____

The complete appeal procedures (for cases NOT involving allegations of sexual misconduct) may be found in Article III of the Student Disciplinary Procedures:

http://www.conflictresolution.illinois.edu/student_discipline/article_3.asp

Appellants must submit a written Notice of Appeal based on at least one of the three grounds for appeal. This written statement should include the reasons in support of the grounds identified and the specific outcome requested by the appellant (e.g., remand of the case for a new hearing, change in sanctions, reversal of the decision). Appellants may ask to meet with an Office for Student Conflict Resolution (“OSCR”) staff member to discuss the appeal process, but OSCR will not assist an appellant in preparing the Notice of Appeal. The appeal should be signed by the appellant and must be delivered to OSCR (see address below) before the appeal deadline specified in the original sanction letter.

Please be aware that any sanctions imposed by the original hearing body are held in abeyance until the appeal process is complete. This means that, if an appeal is submitted, none of the sanctions take effect until the appropriate appeal body issues its final decision. If an appeal is not submitted by the deadline, all sanctions then take effect as of the start date in the original sanction letter.

Grounds for Appeal (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 the Student Disciplinary Procedures is likely to have adversely affected the outcome of the original hearing. (If asserting procedural error, the appellant must specify which deviations from procedure affected the outcome.)
- Any sanctions imposed by the hearing body were not appropriate for the violation(s) for which the student was found responsible. (Appellants must establish that the sanctions are not suitable, given the findings of the original hearing body. Appellants should understand that the appeal body may either increase or decrease the sanctions imposed.)
- New, substantive information, sufficient to alter the decision, exists and was clearly not available at the time of the original hearing. (Appellants must establish that significant and relevant information is now available, that the information could not have been considered at the prior hearing, and that the new information would likely have changed the outcome of the case. Information that was available during the investigation or hearing process but that was not presented to the investigating Disciplinary Officer or hearing body does not constitute “new information” under this ground for appeal.)

Appellants Have the Right To:

- Review all materials that will be presented to the person or committee that will hear the appeal.
- Bring an advisor of her/his/their choosing to any meeting with OSCR staff, to any review of materials, and to any hearing.
- Receive written/email notice of the final decision within five business days of that decision.

Structure of Appeal Hearings for Conduct Probation, Suspension, and Dismissal cases:

- Introduction of all committee members. Appellant may challenge voting member objectivity.
- Committee chair informs appellant of the agenda for the hearing.
- Appellant summarizes the rationale for the appeal in a statement no longer than ten minutes in length.
- Committee members question the appellant
- Disciplinary Officer or Subcommittee representative provides a rationale for findings and sanctions.
- Committee members question the Disciplinary Officer and/or the Subcommittee representative.
- Appellant is permitted a final comment before deliberation. This statement will focus only on the grounds for appeal.
- Committee members deliberate in closed session to determine if the grounds for appeal were met.
- Appellant is informed of the decision. Decisions will also be sent by email. All appeal decisions are final.

By signing this form, I acknowledge that I have read through the above information. I understand that I must submit a written Notice of Appeal, along with this form and any supporting documentation, by the appeal deadline in order for my appeal to be considered. I also understand that an appeal hearing is not a rehearing of my case, but a determination of whether sufficient information exists to support any of the three grounds for appeal.

Signature: _____ Date: _____

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