University of Portland

REQUEST FOR CASE REVIEW

This form is to be used when requesting a review of a decision made by the Office of Residence Life in a Student Conduct Hearing. A full description of the criteria for a case review and the process of requesting a case review can be found in *Life on the Bluff* at www.up.edu/judicial .

Student Information

Student Name: _____ ID: _____

Date of Hearing: _____ Date Decision Letter Received: _____

Request must be submitted within three (3) business days of receipt of decision letter

Indicate Criteria Met for Case Review Request

Please check one or both boxes below and provide supporting information.

☐ I, the student, have attached documentation/information that indicates **procedures outlined in *Life on the Bluff* were not followed** during the original hearing.

Description: _____
_____
_____
_____

Description: _____
_____
_____
_____

☐ I, the student, have attached **new and significant evidence** which was unknown and could not have been known at the time of the original hearing.

Please provide a brief description of what new and significant evidence is being submitted:

☐ _____

☐ _____

Important Notes

- The severity of sanction is not considered a legitimate ground for a case review.
- Case review requests must be submitted by the student. Third party requests will not be accepted.
- Failure to submit a case review request within three (3) business days of being informed of the original decision will render the original decision final.

The following items must be attached to this form:

☐ Written statement of request detailing the specifics of why you believe your request meets the criteria for review.

☐ All supporting documents as indicated above. References to documents and/or information that is not attached will not be considered.

_____ _____

Student Signature *Date*

Submit this form, your written statement request, and supporting documentation to:

Office of Residence Life
Tyson Hall 123
5000 N Willamette Blvd
Portland, OR 97203