This form is to be used when requesting a review of a determination made 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*.

**Student Information**

Student Name: _____________________________________________  ID: ___________________________

Date of Hearing: _______________________________  Date Decision Letter Received: ________________________

Request must be submitted within five (5) 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 five (5) 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