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.

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.

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

Student Signature ___________________________ Date ___________________________