

Judicial Appeals Process

Step I. Primary Hearing

The Area Resident Director (RD) will conduct the Primary Hearing. Decision will be rendered from hearing by RD.

NOTE: Additional UIS Housing and Residential Life Staff members may be present at the time of hearing.

Step II. Appeal Filing

Appeal considerations are limited to:

- New information that was not available at the time of the Primary Hearing.
- Due process errors that substantially affected the outcome of the Primary Hearing.*
- Sanction is believed to be extraordinarily disproportionate to violation.

The involved resident may submit an appeal in writing to the Assistant Director of Housing and Residential Life within 2 business days (48 hours) of receipt of decision. If the Assistant Director finds the appeal to be within the aforementioned considerations, he/she will hear the case, unless the appeal is related to contract termination, he/she may convene an appeals board.

*Due Process procedures are outlined in the Student Rights and Responsibilities publication

Step III: Assistant Director Review & Decision

If the resident meets the qualifications for appeal, the Assistant Director will determine the outcome of the appeal by reviewing materials submitted with the appeal, the original incident report(s), and notes from the RD. If needed, the Assistant Director of Housing and Residential Life will call in the student to formally meet with him/her regarding the incident and appeal.

Step IV. Appeal Board for Contract Termination Appeal

The Appeal Board will consist of 3 members. First and foremost, Housing and Residential Life must have representation on the Appeal Board. One senior Housing and Residential Life staff member must serve on the Appeal Board. Housing and Residential Life staff members will be asked first to serve on the Appeal Board, and if all options are exhausted and 3 members have yet to be secured, the Assistant Director will then secure staff members from other student affairs departments.

- Director of Housing and Residential Life
- Assistant Director of Housing and Residential Life
- Resident Director(s), not previously involved in the incident
- Director or Assistant Director of Student Life
- Assistant Dean of Students
- Other Student Affairs Academic Professionals

The Appeal Board's decision will be made in conference after the hearing, and a decision will be given in writing to the involved resident within 3 business days of the Appeal Hearing. The decision rendered by the Appeal Board is the final decision. There are no further levels of appeal.

Advisors, who are members of the UIS community, may be present for the hearing. Outside advisors are not to be present at the Appeal Hearing. The advisor cannot speak on behalf of the resident.