

**University of Hawai'i at Mānoa  
Office of Judicial Affairs  
Student Conduct Code Procedures**

**V. APPEAL OF ADMINISTRATIVE DECISION**

**Student Information:**

**Name:** \_\_\_\_\_

**UH ID#:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Student Conduct Administrator:** \_\_\_\_\_

**Date of Written Decision:** \_\_\_\_\_

**Date of Appeal:** \_\_\_\_\_

You may submit an appeal in writing to the Student Conduct Administrator postmarked within ten (10) school days of the date of the written decision for one or more of the following purposes (you may attach additional pages as necessary):

- New Information:** To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the Student Conduct Administrator's investigation, because such information and/or facts were not known to the student appealing at the time of the Student Conduct Administrator's investigation.

Please provide a detailed explanation as to why you are appealing the Student Conduct Administrator's decision based on the purpose of "New Information."

- Procedural Error:** To determine whether the Student Conduct Administrator's investigation was conducted fairly in light of the complaint and information presented, and in conformity with prescribed procedures. Deviations from prescribed procedures will not be a basis for sustaining an appeal unless the deviation(s) resulted in significant prejudice.

Please provide a detailed explanation as to why you are appealing the Student Conduct Administrator's decision based on the purpose of "Procedural Error."

- Substantive Facts:** To determine whether the decision reached regarding the accused student was based on information that, if believed by the Student Conduct Administrator, was sufficient to establish that a violation of the Student Conduct Code occurred.

Please provide a detailed explanation as to why you are appealing the Student Conduct Administrator's decision based on the purpose of "Substantive Facts."

If you have any supporting documentation and/or evidence, please submit all documents with this form.

Upon receipt of this form and any documents, the Office of Judicial Affairs will forward the appeal to the Student Conduct Appellate Board. The Student Conduct Appellate Board will then determine if the written appeal meets one or more of the above purposes to appeal. Please note, **a student's written appeal that fails to meet one or more of the above purposes shall immediately be denied and the Student Conduct Administrator's decision and sanction(s) shall become final.**

For questions or further information,  
please contact the Office of Judicial Affairs

2600 Campus Road, QLCSS 207  
Honolulu, HI 96822

Phone: (808) 956-4416

Fax: (808) 956-2537

Email: [oja@hawaii.edu](mailto:oja@hawaii.edu)

[http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/appeal.php](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/appeal.php)