
Housing & Residential Services
Judicial Affairs

TB 335 UCen Road • University of California, Santa Barbara • CA • 93106-6130 • (805) 893-3281

APPEALS

Any resident found to have been “Responsible” for a violation of University and/or Housing policy has the right to an appeal. The appeals procedures are outlined as follows:

1. Appeals must be made in writing and must be submitted within ten (10) working days of the date appearing on the notification of the imposition of sanction(s) mailed/given to the resident.
2. The resident’s appeal may request that the sanctions be reduced or eliminated or that the case be referred back to the original staff member for further discussion. Any such appeal must specify in detail one or more of the following alleged conditions:
 - a. lack of substantial bases of fact to support the sanction (invoked or proposed)
 - b. incongruity of sanction with the offense
 - c. unfairness in the proceedings
 - d. newly discovered important evidence not known at the time of the hearing.
3. In all disciplinary cases there shall be only one appropriate level of appeal.
 - a. Disciplinary action taken by the Resident Director or Assistant Resident Director/Apartment Living Coordinator or Apartment Living Assistant Coordinator may be appealed only to the supervising Assistant Director (or designee).
 - b. Disciplinary action taken by the Assistant Director as a result of an appeal is final.
4. Appeal Review: The Assistant Director or designee (depending on who is the appropriate appeal point), will make the final determination as to the outcome of the appeal. Only written materials pertaining to the case, including any additional written material supplied by the accused, will be reviewed. Using the four criteria established for the consideration of appeals, the Assistant Director (or designee) will determine whether:
 - a. the finding and original sanction should be upheld;
 - b. the finding should be upheld but the sanction reduced or eliminated;
 - c. the case should be referred back to the original staff member or to a different body for further hearing;
 - d. the case should be dropped and the charges dismissed.

It is expected that appeals will be considered and final decisions made within fifteen (15) working days following receipt of the resident’s written request. The Student Judicial Affairs Office within Housing will determine whether the original sanction should be implemented immediately or deferred pending the outcome of an appeal.