**MEMORANDUM**

**To:** Judicial Review Committee

**From: (**Student Name)

**Date:** (XX/XX/XXXX)

**Subject: (Student Name) request for review**

There are three reasons a student can request a review of their conduct process.

1. **The hearing officer did not follow the process**.
2. **New information has been discovered**.
3. **Sanctions are not consistent or appropriate**.

I am requesting a review of my conduct meeting because I believe I fall into the following categories from the list above: (list the option(s) from the 3 above). In this letter I will show why I believe I fall into the category and what information I think corroborates my claim.

* (Provide an introduction and then list the reason you are requesting a review. It is appropriate to provide any context or description that you think would be helpful for the review committee.)
* (List any evidence that supports your claim. Please rely on evidence of fact and not speculation or personal feelings.)
* (Provide a summary of your evidence and how it corroborates your claims)
* (Concluding remarks)

Sincerely,

(Provide Signature)