

Housing • Dining • Hospitality Undergraduate Contract Appeals Committee

Description

The Housing • Dining • Hospitality (HDH) Undergraduate Contract Appeals Committee is a committee that is charged by the Director of Housing • Dining • Hospitality to provide an avenue for review of extraordinary student circumstances that have resulted in a student seeking a release and/or exception to policies and procedures outlined in or related to the Housing Contract.

Committee Composition

The committee is chaired by the Residence Life Liaison for HDH. The Chair collects all information pertinent to the case, presents the information to the committee, and follows-up with the appropriate parties. The Chair has the authority to designate a staff member to serve in her role when absent. Two non-voting members serve on the committee to provide background information and to assist the chair in facilitating discussion. These two individuals include the HDH Dietitian and the Assistant to the Director of HDH. The voting members of the committee include one Professional Residence Life Staff Member (Resident Dean/Assistant Resident Dean) and one Paraprofessional Residence Life Staff Member from each residential area (Resident Adviser/House Adviser/Community Coordinator). All committee members receive training on the appeal process at the beginning of the academic year and the summer months.

Appeals Process

Appeal cases that need resolution are referred by the Resident Deans or Housing Administrative Services. The first step in requesting a contract release is for a student to contact his/her Residence Life Office. Appeals cases that involve a contract release begin with the Resident Dean. Paperwork is required and the request will be reviewed by the Resident Dean. The Resident Dean may or may not request a meeting with the student. If a Resident Dean denies the request for exception/release, then the student can request to be referred to the Housing • Dining • Hospitality Undergraduate Contract Appeals Committee.

Student seeking an exception to a deadline may send an email directly to the Chair with as much detailed explanation of the reason the student believes an exception should be granted. Additional information, such as computer screen shots, email responses, or other supporting documents, should be submitted with their case.

The Chair will collect all information pertinent to the case including information from the student, supporting documentation, information from the Residence Life Office, Housing Administrative Services, and any other parties deemed necessary by the Chair. Once all the information is collected, the committee members meet to review the written documentation. Committee members only review written documentation as students do not appear before the committee to present their case. Once all the information has been reviewed, the committee discusses the case. The committee will make a decision on the case based upon the information available, written policies and procedures, and taking into consideration previous decisions.

There must be a minimum of five voting members present to make a decision and the decision is based upon a majority vote. The Chair will follow-up with the student in writing regarding the outcome.

Additional Information

If a case is referred during a time frame when the committee is not meeting, the Chair will make the decision to either hold the case until the next available meeting or make an administrative decision.

A student wishing to provide new information pertaining to his/her case after an appeal decision has been made has one of two options. First, the student may send the new information to the Residence Life Liaison within 10 business days of the original decision. Following re-evaluation of the new information by committee a final decision will be made. Second, a student can request an administrative case consideration conducted by the committee Chair in consultation with other administrators deemed appropriate. A final decision will be issued after an administrative review. This request must be made in writing to the Residence Life Liaison within 10 business days of the original decision.

No further option is provided within Housing • Dining • Hospitality for case consideration after a final decision has been made.

Contact Information

For more information about the Housing • Dining • Hospitality Undergraduate Contract Appeals Process, please contact the Residence Life Liaison, Ms. Windi Sasaki at wsasaki@ucsd.edu or 858.822.1782.