

**YAVAPAI COLLEGE
OFFICE OF JUDICIAL AFFAIRS
(928) 776-2207**

REQUEST FOR HEARING BEFORE APPEALS BOARD

Name (Print) _____

Address _____

Phone Number _____ Social Security Number _____

Administrative Hearing Officer _____

Date of Administrative Hearing Officer's Notification _____

Violation(s) allegedly violated _____

Will you be taking responsibility for any of the above listed violations YES__ NO__

If yes, which one(s) _____

**IF YOU ARE TAKING RESPONSIBILITY FOR ALL VIOLATIONS, YOUR CASE
WILL BE REFERRED FOR DETERMINATION OF APPROPRIATE SANCTION(S)**

Will you have witnesses YES__ NO__

PLEASE PLACE A CHECK BESIDE THE TIMES YOU WOULD BE AVAILABLE:

Monday	8am - 12Noon ___	1pm - 5pm ___
Tuesday	8am - 12Noon ___	1pm - 5pm ___
Wednesday	8am - 12Noon ___	1pm - 5pm ___
Thursday	8am - 12Noon ___	1pm - 5pm ___
Friday	8am - 12Noon ___	1pm - 5pm ___

**BEFORE AN APPEALS HEARING CAN BE SCHEDULED THE JUDICIAL
COORDINATOR OR DESIGNEE MUST RECEIVE THE FOLLOWING:**

- **Request For Hearing Before An Appeals Board. Request must be submitted within 5 business days of official notification**
- **Photocopy of hearing officer's letter or conduct record form**
- **List of names of all witnesses, along with a statement of the general substance of the expected testimony**
- **If a witness is unable to appear in person, the written testimony must accompany this request**
- **All written exhibits and/or affidavits**
- **List of available times**

SIGNATURE

DATE