



SUBJECT:	Student Affairs		
PROCEDURE:	300.2.2 Appeal of Academic Dishonesty Determination		
RELATED POLICY:	300.2 Academic Honesty and Integrity		
EFFECTIVE:	March 2012	REVISED:	September 2024
		REVIEWED:	

Procedure

A student who is notified of an academic dishonesty violation and has one or more sanctions imposed may appeal the determination of the instructor or the executive director of student services that academic dishonesty occurred using the procedure outlined below. This appeal must specifically allege and factually support one of the following:

- The sanction from the instructor or program director differs from the course syllabus or program handbook.
- The consequences imposed are unnecessarily harsh.
- The evidence proves the academic dishonesty charge is incorrect.

If a student wishes to appeal the decision, the person must first meet with an advisor and then complete the Academic Dishonesty Appeal form. This form must be submitted within five (5) business days of the notification of the sanctions.

Appealing the Instructor Decision

If the student is appealing the instructor’s decision, an investigation by the executive director of student services will occur. The student will be notified within 24 hours in writing via the student’s college email account that an investigation will occur. A determination will occur within ten (10) business days of the notification of a possible student academic honesty violation, and the student will be notified in writing through the student’s college email account. If it is determined that the imposed sanction(s) is/are not warranted, the executive director of student services will work with the division director and instructor to remove or adjust the sanction(s).

Appealing the Executive Director of Student Services Decision

If the student or instructor is appealing the determination of the executive director of student services, the CEO/dean’s office will convene a five-person committee to determine if the sanction(s) will remain or be adjusted and notify the instructor, student, and the executive director of student services. This committee will consist of an executive council member, two faculty members, a student services representative, and a college employee at large. The student, the instructor, and the executive director of student services will be notified within ten (10) business days of the appeal submission of the appeal committee’s decision via email. The executive director of student services will remove or adjust the sanction(s) immediately, if determined, upon notification from the committee.

Appealing the Committee Decision

If the student, the instructor, or the executive director of student services wishes to appeal to the CEO/dean, the person may submit an Appeal to the CEO/Dean form within five (5) business days of the appeal committee’s notification of determination. The appeal must be based on one of the following:

1. There was an error in the appeal procedure or the interpretation of the academic dishonesty policy which substantially affected the decision.
2. The student has discovered new evidence pertinent to the original investigation since the appeal, not previously available, which would have materially affected the decision.
3. The sanction(s) imposed is/are not appropriate given the nature of the violation.

If a student appeals, the person must meet with an advisor before completing the form. The CEO/dean will review all the initial investigation materials, the original appeal form and documentation, the appeal committee's determination, and the Appeal to the CEO/Dean form and information. The student(s), the instructor, and the executive director of student services will be notified of the CEO/dean's decision in writing by email within ten (10) business days of receipt of the appeal form. All decisions made by the CEO/dean are final.

Related Manuals or Forms

Academic Dishonesty Appeal form

Appeal to the CEO/Dean form