SUBJECT: Student Affairs
PROCEDURE: 300.2.2 Academic Dishonesty Appeal
EFFECTIVE: March 2012
REVISED: August 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 using the procedure outlined below.

1. The student must meet with a college academic advisor and submit an Academic Dishonesty Appeal form within five (5) business days of the notification of sanctions to the Executive Director of Instruction. This appeal must specifically allege and factually support one of the following:
   a. The sanction from differs from the course syllabus, program handbook, or policy.
   b. The consequences imposed are unnecessarily harsh.
   c. The evidence proves the academic dishonesty charge is incorrect.

2. Upon receipt, the Executive Director of Instruction will convene an appeals committee. The committee will consist of the Executive Director of Instruction, a faculty member in a different department than the instructor of the course, a non-instructional staff member, a college employee at large, and the Executive Director of Student Services.
   a. If the student is appealing the decision of the Executive Director of Student Services, a different executive-level director will serve on the committee instead.

3. The appeal committee will review the appeal and within ten (10) business days notify the instructor, Executive Director of Student Services if applicable, and the student of the determination through email. The student’s preferred email will be used.

4. If it is determined that the imposed sanction(s) is/are not warranted, the Executive Director of Instruction and the instructor will remove or adjust the sanction(s) as recommended by the committee.

Appeal to the CEO/Dean
If the student, instructor or Executive Director of Student Services wishes to appeal the committee’s decision, an appeal can be made to the CEO/Dean.

1. The party must submit an Appeal to the CEO/Dean form within five (5) business days of the appeal committee's notification of determination. The appeal must specifically allege and factually support one or more of the following:
   a. There was an error in the appeal procedure or the interpretation of the academic dishonesty policy which substantially affected the decision.
   b. The student has discovered new evidence pertinent to the original investigation since the appeal, not previously available, which would have materially affected the decision.
   c. The sanction(s) imposed is/are not appropriate given the nature of the violation.

2. If a student is appealing, the person must meet with a college academic advisor prior to completing the form.
3. The CEO/Dean will review all the initial investigation materials, original appeal form and documentation, determination of the appeal committee, and the *Appeal to the CEO/Dean* form and information.

4. The appealing party will be notified of the CEO/Dean’s decision in writing by email within ten (10) business days of receipt of the appeal form.

5. If it is determined that the imposed sanction(s) is/are not warranted, the Executive Director of Instruction and the instructor will remove or adjust the sanction(s) as recommended by the CEO/Dean.

All decisions made by the CEO/dean are final.

**Related Manuals or Forms**

- Academic Dishonesty Appeal form
- Appeal to the CEO/Dean form