

## Grade Appeal for Academic Dishonesty Request Package

The following Grade Appeal Process for Academic Dishonesty applies to grades received on assignments where there has been an accusation of academic dishonesty made by a faculty member.

Student Name: \_\_\_\_\_ PSC I.D. #: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_\_ Work Phone Number: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Course Name: \_\_\_\_\_ Campus:  WH  LK  Other \_\_\_\_\_

Course Number: \_\_\_\_\_ Reference Number: \_\_\_\_\_ Term: \_\_\_\_\_

Grounds for Using the Grade Appeal Process for Academic Dishonesty: The student's appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by a faculty member and stipulated in the course syllabus may not be appealed.

### **Preliminary Action/Resolution with Faculty Member:**

The faculty member and student shall meet or communicate within five (5) school days of the accusation in an attempt to settle the matter.

The preliminary action was initiated on \_\_\_\_\_ and no final resolution was reached.  
(date)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Step 1: Submission of Academic Dishonesty**

The student should submit this completed package to the faculty member via the appropriate Academic Dean. The student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal.

The student must make his/her written appeal no later than five (5) school days after meeting with the Faculty member.

#### **Academic Dishonesty Issues and Arguments**

1. Explain in detail the nature of the appeal.

---

---

---

---

2. What are the reasons why this appeal should be considered?

---

---

---

---

3. What solution is being requested?

---

---

---

---

## Step 2: Mediation by the appropriate Academic Dean

The Academic Dean will have five (5) school days to set a date acceptable to all parties for a mediation session. The faculty member will submit in writing all relevant documentation to the Academic Dean prior to the mediation session. This mediation session shall be within five (5) school days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1.

Following the mediation session, the Academic Dean will submit in writing to the student and the faculty member the outcome of the mediation session. If the faculty member has declined to rescind the allegation of academic dishonesty, the Academic Dean will convey the faculty member's rationale in the formal reply. The student will be given five (5) school days to decide if he/she desires to pursue the appeal with the Student Services Discipline Committee.

### REPORT ON MEDIATION SESSION

The student appealing the accusation of academic dishonesty and the faculty member responding to that appeal met with the Academic Dean on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
(To be completed by Academic Dean after the mediation session)

The appeal was granted [ ]    The request was denied [ ]

Faculty member's rationale for declining to withdraw accusation of academic dishonesty:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
Date

### **Step 3: Hearing before the Student Services Discipline Committee**

If the student is dissatisfied with the results of the Academic Dean's mediation, he/she may notify the Campus Dean of Student Services within five (5) school days of receiving the Academic Dean's response from Step 2. The Dean of Student Services will forward the *Grade Appeal for Academic Dishonesty Request Package* to the Student Services Committee for a hearing.

Members of the Student Services Discipline Committee will sit as the Hearing Committee with the Vice President for Academic and Student Services or designee acting as the Hearing Officer. Members of the Student Services Discipline Committee who have participated in the case under review will be excused. A quorum will consist of five (5) members. If an adequate number is not available to ensure a quorum during the hearing process, the President or designee will appoint alternate members from among the pool of faculty, advisors, staff, and students.

The Student Services Discipline Committee will have ten (10) school days from the time the *Grade Appeal for Academic Dishonesty Request Package* is received by the Dean of Student Services to hold a hearing. The Hearing Officer will notify all interested parties of a hearing date no less than five (5) school days prior to the hearing and will distribute all necessary documentation.

The Student Services Discipline Committee will review the *Grade Appeal for Academic Dishonesty Request Package* and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to academic dishonesty.

The student and faculty member will be advised in writing of the committee's decision by the Hearing Officer immediately following the hearing.

## Results of Hearing

The Academic Hearing Committee met on \_\_\_\_\_ to hear the appeal of  
(Date)

\_\_\_\_\_ for Academic Dishonesty.  
(Name)

After careful deliberation, the Committee decided to grant [ ] or deny [ ] the Academic Dishonesty appeal.

In its deliberations, the Committee considered the following documentation/evidence:

---

---

---

---

---

---

---

---

The decision of the Hearing Committee will be final and binding.

\_\_\_\_\_  
Hearing Officer

\_\_\_\_\_  
Date