

# Grade Appeal for Academic Dishonesty Request Package

## BROWARD COMMUNITY COLLEGE

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 the Faculty member.

Students Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Cell Phone: ( \_\_\_\_ ) \_\_\_\_\_

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

Course Name: \_\_\_\_\_ Campus: \_\_\_\_\_

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 the Faculty member and stipulated in the course syllabus may not be appealed.

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

The student shall meet or communicate with the Faculty member within five working 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: \_\_\_\_\_

c: Associate Dean

**Step 1: Submission of Academic Dishonesty**

The student should submit this completed package to the Faculty member via the Associate Dean/Center Administrator. 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 working days after meeting with the Faculty member.

**Academic Dishonesty Issues and Arguments**

1. Explain in detail the nature of the appeal.

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

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3. What solution is being requested?

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**Step 2: Mediation by Associate Dean:** The Associate Dean will have five working 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 Associate Dean prior to the mediation session. This mediation session shall be within ten working 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 Associate Dean will submit in writing to the student the outcome of the mediation session. If the Faculty member has declined to rescind the allegation of academic dishonesty, the Associate Dean will convey the Faculty member’s rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus/Center Grade Appeals Committee.

REPORT ON MEDIATION SESSION

The student appealing the accusation of academic dishonesty and the Faculty member responding to that appeal met with the Associate Dean/Center Administrator on

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Associate Dean/Center Administrator Signature

(To be completed by Associate Dean/Center Administrator after the mediation session)

The appeal was granted: \_\_\_\_\_ The request was denied: \_\_\_\_\_

FACULTY MEMBER’S RATIONALE FOR DECLINING TO WITHDRAW ACCUSATION OF ACADEMIC DISHONESTY.

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

\_\_\_\_\_  
Associate Dean/Center Administrator’s Signature

\_\_\_\_\_  
Date

**Step 3: Hearing before the Campus/Center Academic Dishonesty Committee:** If the student is dissatisfied with the results of the Associate Dean’s mediation, he/she may notify the Campus Academic Dean/Center Administrator within ***five working days*** of receiving the Associate Dean’s response from Step 2. The Associate Dean will forward the *Grade Appeal for Academic Dishonesty Request Package* to the Campus Academic Dean/Center Administrator. The Campus Academic Dean/Campus Administrator will submit the *Grade Appeal for Academic Dishonesty Request Package* to the Campus/Center Grade Appeals Committee. For purposes of this policy, the Center for Health Sciences and the Willis Holcombe Center will be considered separate campuses.

The membership of the Campus/Center Grade Appeals Committee will be chosen from a resource pool of Faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean/Center Administrator for the Faculty Senate President. The Campus Academic Dean/Center Administrator will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute

a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student services areas.

The Campus/Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have ten working days from the time the *Grade Appeal for Academic Dishonesty Request Package* is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus/Center Grade Appeals 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 Academic Dean/Center Administrator within five working days of the hearing.

### **Results of Hearing**

(To be completed by Committee Chair and sent to Vice President for Academic Affairs)

The Campus/Center Grade Appeals Committee met on \_\_\_\_\_ to hear the appeal of \_\_\_\_\_ for Academic Dishonesty.  
(Name)

After careful deliberation, the Committee decided to grant \_\_\_\_\_ /deny \_\_\_\_\_ the Academic Dishonesty appeal.

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

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The decision of the Campus/Center Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

cc: Vice President for Academic Affairs (including all documentation and reports)

## Timelines

1. Student communicates with Faculty **within five days**
2. Associate Dean/Center Manager sets date acceptable for all parties **within five days**
3. Mediation session from receipt of the Academic Dishonesty **within ten days**
4. Student can appeal to campus/center Dishonesty Committee **within five days**
5. Committee will have **ten working days** from time the Academic Dishonesty Request Package is received to hold a meeting.
6. Chairperson will notify all affected parties of a hearing date **no less than five days** prior to the hearing and will distribute necessary information.