

Appeal for Academic Dishonesty

The grade appeal process for academic dishonesty is meant to be used when your professor has alleged that you have been guilty of academic dishonesty. You may not use this grade appeal process to appeal the academic sanction imposed by your professor. You may base your appeal only on your claim that you were not guilty of academic dishonesty.

If a professor accuses you of academic dishonesty, you must meet (or communicate with) your professor within five working days of the accusation in an attempt to settle the matter. If, after this preliminary action, no final resolution can be reached, you are entitled to pursue the formal grade appeal process for academic dishonesty.

Your first step is to obtain (from the Department Head or Dean of Student Affairs) a copy of the “Grade Appeal for Academic Dishonesty Request Package.” You must submit this completed package to your instructor via the Department Head. You must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that you wish to be considered in your appeal. You must make your written appeal no later than five working days after meeting (or communicating) with your instructor.

The Department Head will have five working days to set a date acceptable to all parties for a mediation session. Your instructor will submit to the Department Head, in writing, all relevant documentation prior to the mediation session. This mediation session will be held within ten working days of the receipt of the “Grade Appeal for Academic Dishonesty Request Package” from you.

Following the mediation session, the Department Head will submit to you, in writing, the outcome of the mediation session. If your instructor has declined to rescind the allegation of academic dishonesty, the Department Head will convey your instructor's rationale to you in a formal reply. You will be afforded five working days to decide if you want to pursue the appeal with the Campus/Center Grade Appeals Committee.

If you are dissatisfied with the results of the Department Head's mediation, you may notify the Campus Academic Dean/Center Administrator within five working days of receiving the Department Head's response to the mediation session. The Department Head 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.

The Campus/Center Grade Appeals Committee will have ten working days from the time it receives the “Grade Appeal for Academic Dishonesty Request Package” 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 Committee will review the “Grade Appeal for Academic Dishonesty Request Package” and will consider whether or not there is sufficient evidence to support

your claim of innocence as it relates to academic dishonesty. You and your instructor will be advised, in writing, of the Committee's decision by the Academic Dean/Center Administrator within five working days of the hearing.

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