**Academic Misconduct Form**

**Student's Name Student ID\_\_\_\_\_\_\_\_\_\_\_**

**Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course/Section\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor’s description of the Incident of Academic Misconduct** (Please attach relevant documentation)

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Instructor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your instructor has determined that you are responsible for Academic Misconduct and as a result the following Academic Sanction will be imposed:

* A grade of "F" on the assignment or test
* A grade of "F" in the course
* Other Academic Sanction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may appeal the decision of disciplinary action if you feel that you have been erroneously accused of academic misconduct. To appeal, you are required to complete this form and submit it to the department chair within five (5) days of the receipt of this form. Failure to submit your appeal within the indicated period will forfeit your right of an appeal.

In the space below, please provide a statement of justification for your appeal.

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

(Your required signature indicates receipt of this form and the Academic Appeals process. This is not an admission of guilt)

Academic Misconduct Appeals Process

* If the student wishes to contest the allegation, he/she must return the Academic Misconduct form to the department chair with justification to support the appeal within 5 days after notification of the charges, or he/she forfeits the right to an appeal.
* The Dean will then notify the student of the time, date, and place of the appeal hearing within 10 days of receiving notice from the student. The Academic Appeals Committee will be comprised of three faculty members and two students and is chaired by a member of the faculty.
* The instructor and the student will have the opportunity to present their perspective of the incident either in person or in writing. The student will have the right to be accompanied at the hearing by an advisor. The student will be able to call witnesses and to confront witnesses against the student.
* Based on the evidence presented, the committee will either refute or uphold the charge of academic misconduct.
* Within five days of the appeals hearing, the committee will inform the student, the faculty member, the chair, and the dean of its decision regarding the allegation of academic misconduct.
* If the committee determines that the student is responsible for academic misconduct, the penalty determined by the instructor will be imposed.
* The Academic Misconduct Appeals Committee’s decision is final and not appealable.