

STEPS TO FOLLOW IN DETERMINING IF AN APPEAL IS THE NEXT STEP FOR YOU

You are advised to contact the Department Dean/Provost on your campus or Judicial Officer for assistance in this appeal process to assure that you understand the process and your rights.

- A. The Board of Directors of DMACC confers upon the staff the power to invoke sanctions and promulgate rules to protect the educational processes and the rights of individual students and staff.
- B. Students are guaranteed their constitutional right to due process and their right to appeal any action brought or taken by the college that can reasonably be expected to affect their status within the college.
- C. Review the information in your "student copy" of the Academic Misconduct Report Form that was completed by an instructor or a staff member. If you believe you are not responsible for the alleged Academic Misconduct or that the imposed sanction is unjust and you decide to appeal the sanction, you must complete the Appeal of Academic Misconduct Allegations Form. Failure to submit an appeal form will result in implementation of the sanction.
- D. Obtain a copy of the ES 4630 Student Conduct, Discipline and Appeals Procedure to become aware of the College Judicial Hearing Board Procedures. The Judicial Officer will meet with you to discuss the hearing procedures and your rights in the appeal process.
- E. Include details and all relevant information that supports your appeal.
- F. Submit your completed form to the Judicial Officer within 10 (ten) business days of the date the report was received.

BE SURE TO KEEP ONE COPY OF THE FORM FOR YOUR RECORDS.

- G. You will be notified of the date, time, and place of the hearing. At the hearing, you will have the right to present your side of the story, to present witnesses and evidence on your behalf, to question witnesses, and to have up to two advisors with you (at your expense). See ES 4625 Advisors for Students in Academic or Disciplinary Hearings.
- H. You will receive written notification of the College Judicial Hearing Board's decision within 5 (five) business days of the date that your appeal was submitted.



APPEAL OF ACADEMIC MISCONDUCT ALLEGATION FORM

Use this form to provide documentation of non-responsibility of Academic Misconduct or to appeal a sanction issued for Academic Misconduct.
Appeal of Academic Misconduct Procedure – ES 4670

Please type or print. Upon completion, please submit this form to Judicial Officer. This form must be submitted within 10 (ten) business days of the date the Academic Misconduct Report was received.

Student's Name _____ Student ID # _____
Address _____ Phone Home _____
_____ Phone Work _____
Course Number _____ Section _____ Course Title _____
Instructor's Name _____ Campus _____

This form indicates my desire to:

- _____ 1. Accept responsibility for the alleged violation, but appeal the proposed sanction.
- _____ 2. Deny responsibility for the alleged violation and appeal the proposed sanction.

In the space below, please provide all relevant details and attach any documentation in support of your appeal. Use additional sheets if necessary. A copy of the Academic Misconduct Report Form filed by the originator must accompany this form.

My signature indicates that I declare all statements made herein and any attachments are true and correct to the best of my knowledge and belief. I hereby authorize all DMACC officials to conduct whatever investigations may be necessary in considering this request.

Student Signature

Date