

A student who is determined by a faculty member to have been academically dishonest (cheating, plagiarizing, falsification of information, helping other students to cheat, etc.) has the right to appeal a faculty member's decision. The appeal process is as follows:

- A. Within ten (10) instructional days (excluding weekends and holidays), the student may appeal the faculty member's action by contacting the department chairperson who must respond in writing within ten (10) instructional days of the appeal having been submitted.
- B. If the student wishes to appeal the department chairperson's decision, s/he may make a final written appeal to the Vice President, Instructional Services, within ten (10) instructional days of receiving the chairperson's decision. The vice president's decision is final and will be mailed to the student within ten (10) instructional days.
- C. A successful appeal of a faculty member's determination that a student has been academically dishonest does not automatically change the final grade in the course. To appeal the final grade in a course, the student must follow the procedures outlined in Administrative Procedure 4231 on grade changes.