

Academic Honesty: Steps in filing an appeal.

1. See your instructor and explain why you have been accused in error. Be factual and respectful.

If the conversation with the instructor does not result in an outcome that is satisfactory, seek out the department chair.

2. Make an appointment with the chair.
3. Write up a short explanation and attach any evidence you might have that will exonerate you. Make and save copies of all submissions.
4. Suggest an appropriate compromise that will allow you to complete academic work.
5. The chair does not have authority to overrule faculty but may speak with them about the process and reach a mutually agreeable outcome.

If not...

6. File a formal petition addressed to the Student Affairs Committee.
7. Include dates and times of all contacts.
8. Describe the charge, the reasons you believe you have been charged, and the reasons you believe this charge to be in error.
9. Explain the immediate and longer term outcomes.
10. If your academic record supports claims of being a serious student, include them.
11. Suggest an appropriate compromise that will allow you to complete academic work while acknowledging poor judgment or other factors that led the faculty member to pursue a course of action with department chair backing.
12. Submit this with all previously submitted documents and any new evidence to the Dean of Academic Services who will submit it to the Chair of the Student Affairs committee.
13. The Dean of Academic Services acts as a mediator and process keeper, ensuring that the student is afforded due process. The Dean may advise both sides of a dispute and remains focused on seeking "truth" in the situation.
14. As appropriate, the Dean shares material evidence or details of the accusation sufficient to allow the student opportunity for rejoinder and will provide the chair and faculty with an account of what is shared.

What happens...

15. A packet is provided from the Dean of Academic Services which includes the Dean's notes, notes from the chair, notes from the faculty, and any evidentiary material. The committee may access mainframe information and pursue lines of inquiry as appropriate. Except in cases where another student has made accusations, is involved themselves, or may have information, confidentiality is maintained.
16. The Chair convenes the committee formally or informally and begins the process of reviewing materials and requesting further materials. NOTE: Because faculty are not on

contract in the summer, the Student Affairs Committee may not meet during that period of time.

17. The committee composition allows for multiple viewpoints and lines of inquiry and includes: a faculty chair, three full-time faculty, two professional support staff, the Dean of Students, and the Dean of Academic Services.
18. The committee meets and discusses the case. The committee has authority to review due process and consistency with the College's mission. Once a consensus or agreed outcome has been achieved, the Chair of the Committee provides the student and the faculty member with a letter of explanation of outcome and provides copies to the chair and student.
19. Should administrative action be needed, the Chair informs the appropriate Dean who carries the actions out, such as Academic Honesty database submission, Conduct Code violation charge, change of grade or other academic action.

Points to remember:

- Avoiding situations that raise concerns is the first step in avoiding an academic honesty situation.
 - Collaborate when appropriate, but turn in your own work in your own words..
 - Never sit next to or behind of someone you collaborate with during a quiz or exam.
 - Follow rules related to testing, such as not talking.

See <http://virtual.parkland.edu/todtreat/honesty.htm> for more information.

- The Academic Honesty process is not a court of law. Due process does not mean that you get to cross-examine an accuser or that you are guaranteed a right to speak on your own behalf outside a petition. If you want to see the committee in person, or other requests, you may ask, but it is up to the Chair to determine the best method of uncovering what happened in order to make a ruling.