

**C.W. Post – Faculty Student Appeals Board**  
**Academic Misconduct Appeal Request Form**

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Students accused of any academic violation have the right to an appeal. The following form must be completed in its entirety and submitted to the chair of the Faculty Student Appeals Board. The request for an appeal must be made in writing and received **within three (3) business days** from the date of receipt of your dean's letter. Please refer to the *Student Handbook* - Academic Conduct Policy section - for additional information.

Requests for an appeal must meet one or more of the following criteria in order to be considered:

1. \_\_\_\_\_ Significant procedural rules were not adhered to the detriment of the party requesting the appeal.
2. \_\_\_\_\_ Sanction, only if found to be arbitrary or capricious and not in keeping with the gravity of the situation.
3. \_\_\_\_\_ New and credible evidence, if it meets these conditions:
  - a. Evidence was not known at the time of the hearing, and
  - b. Evidence reasonably has a material effect on the decision.

On a separate piece of paper, please provide a narrative explanation of the above marked category. Be sure to note the sanction assigned by the instructor and dates / details of all exchanges with instructor, chair, and dean. Attach any supporting material.

The Faculty Student Appeals Board will review the appeal and render a decision. The board may do one of the following:

1. Uphold the original decision;
2. Reduce or eliminate the sanction; or
3. Determine a more appropriate sanction.

While your appeal is pending, sanctions may be delayed until a final decision is rendered by the Faculty Student Appeals Board. You will be notified in writing regarding the Board's decision.

My signature below indicates that I am aware that an appeal review is not automatic.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

Date Received by Faculty Student Appeals Board \_\_\_\_\_

Total Number of Pages Attached to Original Request \_\_\_\_\_

Fwr'd to FSAB (White Copy)    Fwr'd to SCCE (Yellow)    Student Copy (Pink)