**Academic Misconduct Notice of Appeal**

*Must be submitted to the Instructor and Academic Dean within 15 business days of being charged with Academic Misconduct.*

**Instructions:**

1. Complete all pages of the Appeal form.
2. The appeal form must be signed and dated.
3. The request for an appeal must include specific justification, including errors, failure to consider all of the evidence presented, or any other action, including any new evidence not known at the time of the original meeting which may change the outcome.
4. Appeals submitted after 15 business days of student’s receipt of the academic misconduct report may not be accepted.

Date:

Dear Click here to enter text. and Academic Dean,

I am writing to appeal the outcome of the academic misconduct charge I received in Course I was notified of the decision on Date and I know that I have fifteen business days to initiate this appeal. I am appealing based on the following criteria:

***(Check all that apply and explain why in detail on a separate typed page submitted with this form)***

There were errors in the reporting procedures, please see attached.

There is new information that has become apparent since the initial report was submitted. Please review this attached information and reconsider your findings.

Thank you for your time. I look forward to receiving your response regarding my appeal. My contact information appears below.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student

**Academic Misconduct Appeal Form**

***An appeal is to be submitted by the student to the instructor who initiated the academic misconduct report and the Academic Dean within 15 business days of the student’s receipt of the academic misconduct report.***

Student Name:

Instructor who initiated Academic Misconduct Report:

**Student’s Appeal**

**The student will attach a separate page(s) to this form explaining the specific justification for the appeal. This original form with all attachments shall be provided to the Instructor and Academic Dean.**

**Instructor’s Decision:**  *(initial one) \_\_\_\_\_*Appeal Approved \_\_\_\_\_\_Appeal Denied

**Basis for this decision:**

**Instructor’s Decision:**  *(initial one) \_\_\_\_\_*Appeal Approved \_\_\_\_\_\_Appeal Denied

**Basis for this decision:**

**Instructor:**  Please keep a copy for your file and submit to the Academic Dean

**Instructor Signature Date**

**Academic Dean Signature Date**

*If appeal is denied, the student can submit this appeal to the President within 5 business days of receiving the decision from the instructor and Academic Dean. See the MCU Student Code of Conduct for details of the procedure.*