

# **Hutchinson Community College**

## **Academic Honesty Violation Appeal Form**

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Why are you appealing an Academic Honesty Violation? Select one:

- ☐ Faculty member lacks sufficient evidence to support the claim that I violated the Academic Honesty Policy.
- ☐ The penalty is not appropriate for the violation and/or is in conflict with course policies as stated in the Course Instructor Sheet.

### **Instructions**

1. If the matter was not resolved upon communicating with the instructor about the violation, write a statement summarizing your reasons for believing that you were unfairly accused and/or penalized for an academic honesty violation.
  2. Fill out the sections below, print this form, and attach your statement and any supporting documentation.
  3. Submit a copy of all of these items to the course Department Chair within five (5) business days of notice of Academic Honesty Violation from the instructor. The Department Chair and Vice President of Academic Affairs (VPAA) will discuss the appeal, and the VPAA will render a decision.
  4. Allow two (2) business days for a response to be sent to your HutchCC email. The VPAA's decision is final.
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### **Information**

- Name:
- Email:
- HutchCC Student ID Number:
- Phone Number:
- Date:
- Course Prefix, Number & Section:
- Course Semester & Year:
- Instructor Name:
- Advisor Name:

## **Documentation**

All requested documentation **must** be attached to this form for it to be valid.

- ☐ Notice you received from the instructor (required)
  - ☐ Student statement (required)
  - ☐ Additional supporting documentation
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## **Student Signature**

- ☐ I acknowledge that I have read and understand the instruction on this form. I agree to comply with the procedures therein. I have provided documentation that is accurate, relevant, and complete and I understand that failure to do so voids/nullifies this request.

Student Signature:

Date: