

# Academic Misconduct Appeal Form



OWENS  
COMMUNITY COLLEGE

Student Name

OCID

Address

Telephone Number

Date

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I am requesting a review of my grade for the following (select one)      Course      Assignment

*Complete one form for each course/assignment for which you are requesting a review.*

Course and section number

Credit Hours

Instructor

Term/date taken      Fall      Spring      Summer

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In compliance with the academic appeal procedure, I have met with each of the following individuals in the grade review process:

## Informal Process

Step 1: Meet with Faculty Member

Instructor's Name

Date

Step 2: Meet with Department Chair

Department Chair's Name

Date

## Formal Process

The informal process must be complete before the formal process with the Dean can occur. Students should complete this form and submit it to the Dean's office for review.

I am requesting review of an academic dishonesty charge

Procedural Error

New Evidence

Sanction was not in proportion of the charge

Step 3: Meet with the School Dean

School Dean's Name

Date

Signature

Date

**Attach a letter providing a full explanation as to why you are requesting a review of your grades. Attach all supporting documentation that you wish to be reviewed in support of your request.**