

MiraCosta College highly values academic integrity. As outlined in Board Policy 5505: Academic Integrity, students have the right to appeal a faculty-initiated academic integrity decision and/or remedy. This means that any student who is determined by a faculty member to have engaged in behavior that is deemed a violation of their academic integrity policy such as cheating, plagiarizing, falsification of information, or helping other students to cheat, etc., has the right to appeal a faculty member's decision and/or remedy (e.g., lowering of a grade as result of behavior deemed a violation of the faculty member's academic integrity policy). Please note that this procedure is specific to faculty-initiated decisions and/or remedies in response to claims of academic integrity concerns. All appeal requests that involve decisions and/or resolutions determined by the Office of Student Affairs must follow the processes and conditions as outlined in Administrative Procedure 5520: Student Conduct Procedures.

The process to appeal a faculty decision (and/or remedy) is as follows:

- A. Within ten (10) calendar days, the student may appeal the faculty member's action by submitting a written appeal request to the department chairperson via email. The written request should include a description of the alleged behavior in question, the faculty member's decision and/or remedy, detail what the student is specifically appealing (decision and/or remedy), and any information the student deems relevant. The department chairperson must respond to the student in writing via email within ten (10) calendar days of when the appeal was submitted with their decision. The chairperson's decision may be to uphold the faculty member's decision and/or remedy, to overturn the faculty member's decision and/or to modify the faculty member's decision and/or remedy.
- B. If the student wishes to appeal the department chairperson's decision, the student may make a final written appeal via email to the Vice President, Instructional Services, within ten (10) calendar days of receiving the chairperson's decision. The vice president's decision is final and will be delivered to the student within ten (10) calendar days via email.
- C. A successful appeal of a faculty member's determination that a student has been academically dishonest does not automatically change the final grade in the course. To appeal the final grade in a course, the student must follow the procedures outlined in Administrative Procedure 4231 on grade changes.