



Challenge to Academic Sanction

Use blue or black ink and **PRINT** clearly. Term: Semester _____ Year _____

Student Name (Last, First, Initial)

Student Banner ID

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Phone Number (_____) _____ - _____ Continuing New (or Returning)

Email: School _____ Personal _____

Course Name & Number _____ CRN _____ Instructor _____

Sanction(s) being challenged: _____

Procedure:

A formal “Challenge to a Sanction for Academic Integrity Violation” (cheating or plagiarism) may be filed formally during the semester after a Sanction has been assigned.

Step 1 – After receiving notification from Instructor of a Sanction assigned in class, the student should initiate an informal discussion of the sanction and the violation involved. A formal appeal will only be considered if the informal process has occurred. In such cases where the Instructor is unable to meet or communicate informally on the student’s challenge the formal process may proceed, but the student is expected to document attempts made to discuss the sanction with the Instructor.

Step 2 – The formal challenge may proceed after the student has received from either the Instructor alone or the Instructor and higher SLCC officers in the chain of Academic Affairs (Academic Deans and Office of Academic Affairs) notification of the Sanctions imposed. This challenge should be made (please check which applies) under one of the following conditions for challenge to an academic sanction:

___ The course did not provide clear understanding through either syllabus or assignments as to what constitutes Academic misconduct in the course or on an individual assignment.

___ The potential consequences and sanctions for Academic Misconduct were not made clear to the students in the course.

___ The student has evidence that different standards and processes were applied between themselves and other students in the course.

___ The student can demonstrate through documented evidence that the misconduct did not occur as was determined by the course Instructor.

Step 3 – Complete this form and attach a **typed, written letter** detailing the nature of the challenge (would align with the condition checked above) to an academic misconduct sanction within ten (10) business days of notification of that sanction. Attach any documentation that supports the challenge. **Note – challenges to academic misconduct sanctions MUST demonstrate documented evidence that one of the above conditions is being challenged.*

Step 4 – Submit form, written letter of appeal and all documentation either in person to the Dean’s Administrative Assistant for the appropriate division under which the academic Sanction being challenged resides, or electronically from an SLCC email account only (not personal or other non-SLCC email accounts – these will not be accepted for review) to the appropriate Dean’s Administrative Assistant.

In Challenges to Sanctions for Academic Integrity Violations, the underlying complaint may NOT include, as part of this formal process, the assertion of bias or improper actions of the Instructor based on personal animosity or other prejudicial matters – in such cases this challenge will stop and the complaint should instead be filled with SLCC as a Title IX report through the Office of Student Engagement.

Student Signature

Date

Appeal Levels and Process:

Formal Challenges to Academic Sanctions may proceed through several steps at SLCC if the student desires. If a challenge is denied, the student may take the challenge to the next-level review within the chain of Academic Affairs at SLCC, **with the appropriate path of the challenge depending upon the level of sanction(s) being challenged**. At each stage, the SLCC officer at that level will determine to grant or deny the challenge, and it is the student’s choice to continue the process to the next appropriate level.

There are 2 paths for sanctions challenges:

1. Where the sanctions administered are solely involving the specific class (i.e. from zero points on an assignment up to and including an F in the course). For circumstances where only these type of sanctions have been administered, the levels of review for challenging Academic Sanction(s) are:

Chair/Assistant Dean → Academic Dean → Academic Standards Committee (or designated sub-committee) (** Note: *If the Chair is the Instructor of the class the challenge would move to the 2nd Level and go to the Academic Dean*)

2. Where more serious or severe sanction(s) have been applied by SLCC (removal from academic program, suspension or expulsion), the levels for review for challenging Academic Sanction(s) are:

Academic Standards Committee (or designated sub-committee) → Chancellor of SLCC → LCTCS system office (**Note: *Removal from Program, Suspensions or Expulsions under Academic Misconduct fall within the rights of students to appeal, under the Student Code of Conduct, to the higher levels of the Office of the Chancellor or the LCTCS system*)

Path 1 (For Sanction(s) applied only within scope of class):

First Level Appeal:

Chair of Department or Assistant Dean

_____ Grant Challenge _____ Deny _____
Chair/Assistant Dean Signature & Date

(* If the Chair is the instructor of class in which the sanction(s) occurred then the formal appeal may move to the 2nd Level for review immediately)

Second Level Appeal:

Academic Dean of appropriate Division

_____ Grant Challenge _____ Deny _____
Academic Dean Signature & Date

Third Level Appeal:

Academic Standards Committee or Appeals Sub-committee (challenge to be sent to current Chair of committee)

_____ Grant Challenge _____ Deny _____
Chair, Academic Standards Signature & Date

** Note: If challenge is granted at any Level of the process and the result of the outcome affects a final grade reported for the course (e.g. the challenge is made or process concluded after final grade reporting occurs), the office of the appropriate Dean will verify and execute an SLCC Change of Grade form to reflect the decision of the appeal and file with the office of the Registrar.

*** Note: If the challenge is taken through the 3rd Level of review, a copy of this form and all outcomes/signatures will be provided for record to the office of the Vice Chancellor for Academic Affairs.

Path 2 (For more serious or severe Sanction(s) applied by Vice Chancellor of Academic Affairs on recommendation of the Academic Dean):

First Level Appeal:

Chair of Department or Assistant Dean: Academic Standards Committee or Appeals Sub-committee (challenge to be sent to current Chair of committee)

_____ Grant Challenge _____ Deny _____
Chair, Academic Standards Signature & Date

Second Level Appeal:

Chancellor, South Louisiana Community College

_____ Grant Challenge _____ Deny _____
Chancellor Signature & Date

Third Level Appeal:

LCTCS System

Removal from Program, Suspensions or Expulsions under Academic Misconduct fall within the rights of students to appeal, under the Student Code of Conduct, to the LCTCS system, under LCTCS Policy #2.004:

A student, or the parent/legal guardian of a minor student, may appeal to the LCTCS Office on the grounds that the college's published procedures do not provide due process or that such procedures were carried out in an unfair or impartial manner. The appeal must be made, in writing, within 30 business days of the college's final disposition on the matter.

Formal requests for appeals should be sent to the Louisiana Community and Technical College System Office, 265 S. Foster Road, Baton Rouge, LA. 70806, ATTN: Academic & Student Affairs Division, and should contain the following information:

1. Name of individual submitting the appeal as it appears in the college's records
2. Student ID number of the individual submitting the appeal
3. Mailing address of the individual submitting the appeal
4. Phone number of the individual submitting the appeal
5. Email address of the individual submitting the appeal
6. Dates of attendance at the college
7. The individual's affiliation with the college (current student, former student, parent or legal guardian of current or former student, if complainant is an un-emancipated minor)
8. A description of the nature of the appeal
9. Any supporting documentation

**** Note:** If challenge is granted at any Level of the process and the result of the outcome affects a final grade reported for the course (e.g. the challenge is made or process concluded after final grade reporting occurs), the office of the appropriate Dean will verify and execute an SLCC Change of Grade form to reflect the decision of the appeal and file with the office of the Registrar.