

ACADEMIC MISCONDUCT APPEALS PROCEDURES

Please read the attached instructions prior to filling out or filing this form.

PART 1. RELEVANT INFORMATION

Date _____ Department _____

Course Number and Title _____

Instructor's Name _____

Instructor's Phone Number and E-mail _____

Student's Name _____

PART 2: INCIDENT DESCRIPTION

Instructor's/student's brief description of the facts on the incident including important dates (attach additional pages as need).

PART 3: INCIDENT RESOLUTION AND SIGNATURES

Student/instructor should initial A or B below, sign and return this form within 10 working days of being informed of the allegation. If the form is not signed and returned within the 10 day period, the charges will be forwarded to the Academic Misconduct Appeals Committee.

_____ A. I accept responsibility for the violations as detailed above. I have reached an agreement with the instructor/student concerning the allegation. I waive my right to appeal and accept the sanctions given. I understand that this form will be forwarded to the program manager and to the VPAA as part of my record.

_____ B. I request the case be forwarded to the Academic Appeals Committee.

Signature of instructor _____ Date _____

Signature of student _____ Date _____

Signature of program manager _____ Date _____

If the student and the instructor for the course have reached an agreement, the instructor should make a copy of this form for their records and return the original for to the VPAA.

If the student and the instructor do not reach an agreement, this form should be submitted by the instructor to the Academic Misconduct Appeals Committee.

ACADEMIC MISCONDUCT APPEALS PROCEDURES--NMSU-GRANTS

Applications for a formal academic misconduct appeal are available in the offices of program managers for each department, the Student Services office and the office of the Vice-President of Academic Affairs (VPAA). In order to ensure an appeal process that is fair and timely to all parties involved, the following procedure is in place for academic misconduct appeal.

If the STUDENT wishes to file a formal concern regarding grades or other issues, the process starts with step 1a below. Should the FACULTY MEMBER find a student subject to academic misconduct as defined by the Student Code of Conduct and the Faculty Handbook, the process starts with step 1b.

If a STUDENT wishes to raise grounds for challenging a specific academic policy of the University, not the resolution of an academic matter with a faculty member or other responsible person, the appeals process begins with **step 7** below.

Upon receipt of a formal written appeal by the instructor, the procedure below will be followed.

1a. The student should schedule a conference with the faculty member (or other individual directly responsible) within 10 working days after the posting of grades. The faculty member (or other individual) may resolve the problem at that point. If the faculty member is unavailable, the student shall notify the department program manager within 10 additional working days that the student is seeking a conference with the faculty member. The conference shall be held at the earliest possible convenience of the faculty member and the student.

1b. If there are reasons that a faculty member believes that a student has engaged in academic misconduct, the faculty member shall notify the student of the charge(s). The student should contact the faculty member within 10 working days after the posting of grades to arrange a conference with the faculty member.

2. If the matter is not resolved to the satisfaction of the student/faculty, they may submit a written appeal to the department program manager within 10 working days of the conference.

3. The department program manager shall schedule a conference with the student and/or other involved person(s) within 10 working days of receiving the appeal from the student.

4. The department program manager shall notify all parties in writing of the decision within 10 working days after the conference.

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5. A student who believes the decision of the program manager is unwarranted may appeal to the Academic Misconduct Appeals Committee (AMAC) in writing within 10 working days after receipt of the decision of the program manager.

6. The AMAC shall establish a regular monthly meeting date for the purpose of hearing appeals. The date shall be published on the NMSU-Grants web site. The deadline for filing an appeal shall be one (1) week prior to a meeting. Appeals filed after the deadline will be heard at the next meeting of the committee. All parties involved shall be notified of the meeting date at which the appeal will be heard and be given the opportunity to be present.

7. A student who believes the decision of AMAC is unwarranted may appeal to the Vice President of Academic Affairs in writing within 10 working days after receipt of AMAC's decision.

NOTE 1: the Academic Misconduct Appeals Committee is an internal academic process of the University. Legal counsel may not participate in any conference or hearing.

NOTE 2: faculty members have the same right of appeal as the student at each stage of the above process.