

Request For Appeal Academic Integrity



DAYTONA
STATE COLLEGE

STUDENT INFORMATION

Full Name: _____

Student ID Number: _____ Phone Number: _____

FalconMail Address: _____

All College responses will be sent to your FalconMail account.

Academic integrity violations are serious matters that warrant thoughtful reflection and clear evidence. Appeals must demonstrate a clear understanding of the situation, provide supporting documentation, and outline any extraordinary circumstances. Incomplete submissions will not be reviewed. This appeal must be submitted within 7 calendar days of receiving the Instructor's Report.

If you wish to appeal the Instructor's Academic Integrity Report, please complete all fields below, respond fully to the personal statement section, and attach any supporting documentation. Documentation may include drafts, outlines, screenshots of your process, or other evidence that supports your appeal.

You are encouraged to consult with the Student Advocate for assistance and guidance.

StudentAdvocate@DaytonaState.edu

COURSE INFORMATION

Course Subject and Section: _____

Class Number: _____

Semester: ☐ Spring ☐ Fall ☐ Summer Year: _____

Sub-Session: ☐ A ☐ B ☐ Full ☐ Other

Faculty Name: _____

Last Date Attended: _____

PERSONAL STATEMENT (REQUIRED)

Explain the situation that led to the Instructor's Academic Integrity Report. Be honest, specific, and reflective. If you believe the violation was issued in error or due to extraordinary circumstances, clearly describe those events. Be sure to address the following:

- What occurred?
- Why do you believe an appeal is warranted?
- What evidence supports your claim?
- What actions will you take to prevent future issues?

Write your statement here or attach a separate typed document:

APPEAL CHECKLIST

- ☐ I have completed all sections of this form.
- ☐ I have attached a personal statement (either in the space provided or as an attachment).
- ☐ I have included supporting documentation (drafts, outlines, screenshots, etc.).
- ☐ I understand that incomplete or late appeals will not be reviewed, unless supported by documentation of extenuating circumstances.

SUBMISSION INSTRUCTIONS

Submit this completed form with all attachments by email or in person to:

Office of Student Development
Daytona Beach Campus, Building 100, Suite 119
1200 W. International Speedway Blvd., Daytona Beach, FL 32114
P: (386) 506-4510 | F: (386) 506-4458
Appeals@DaytonaState.edu

Student Signature _____

Date _____

FOR OFFICE USE ONLY
RECEIVED BY:
CAMPUS:
INTAKE DATE: