

Notice of Right to Appeal the District Dean of Students Office Administrative Decision

Pursuant to Collin College policy, the administrative decision may be appealed to the Disciplinary Appeals Committee (DAC). If you choose to appeal the administrative decision, you must submit the completed *Disciplinary Appeal Request Form* below to the District Dean of Students Office in person or via email to dos@collin.edu no later than **4:30 p.m. on DAY OF THE WEEK, MONTH DATE, YEAR**. Upon receipt of your completed *Disciplinary Appeal Request Form*, the District Dean of Students Office will contact you to coordinate the appeal. The procedures for appealing are located in the *Student Code of Conduct* section of the current *Collin College Student Handbook*.

Disciplinary Appeal Request Form

First and Last Names:

CWID:

Phone Number:

Collin College Email Address:

Personal Email Address:

Preferred Days and Times for Zoom DAC Appeal Hearing:

Provide your written statement of appeal, including the reason(s) you disagree with the administrative decision, below. You may attach additional pages and/or documentation if needed.

By signing below, I hereby affirm that I am requesting an appeal with the Disciplinary Appeals Committee (DAC), and the information provided above is true and correct to the best of my knowledge.

Student's Signature: _____

Date: _____