

## Notice of Right to Appeal the Disciplinary Appeals Committee's (DAC's) Decision

Pursuant to Collin College policy, the decision rendered by the Disciplinary Appeals Committee (DAC) may be appealed to the designated Leadership Team member. If you choose to appeal the DAC's decision, you must submit the completed *Disciplinary Appeal Request Form* below to the Dean of Students Office in person or via email to [dos@collin.edu](mailto: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 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 Email Address:

Personal Email Address:

Preferred Location for Designated Leadership Team Member Appeal (i.e., Specific Campus or Zoom):

Preferred Days and Times for Designated Leadership Team Member Appeal:

**Provide your written statement of appeal, including the reason(s) you disagree with the DAC's 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 designated Leadership Team member, and the information provided above is true and correct to the best of my knowledge.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_