Appeal of a Finding and/or Remedy/Sanction  
of a Departure from Academic Integrity

In accordance with the *Senate Academic Integrity Procedures – Requirements of Faculties and Schools October 2023 (*[*SAIP – RFS Oct 2023*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools)*)*

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| **Date** | Click or tap to enter today’s date. | |
| **Your Name**  **Your University ID Number**  **Your Queen’s Email Address**  **Your Enrollment Status**  **Your Home Faculty** | Click or tap here to enter your first & last name.  Click or tap here to enter your SUID.  Click or tap here to enter your Queen’s email.  Choose your type of student status from list.  Choose your home faculty from list. | |
| **Course Number, Section, Term, Year**  **Course Faculty or School** | Click or tap here to enter Course number, section, term & year.  Choose the course’s faculty or school from list. |

# Information about what is being appealed and why

## Whose decision you are appealing

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| Name of person who determined **the finding**  Role of person who determined **the finding**  Date **the finding** was determined | Click or tap here to enter first & last name.  Choose a role.  Click or tap to enter a date. |
| Name of person who determined **the sanction**  Role of person who determined **the sanction**  Date **the** **sanction** was determined | Click or tap here to enter first & last name.  Choose a role.  Click or tap to enter a date. **NOTE**: The answers to the questions about the sanction will be same as the finding unless your finding was referred to the Academic Integrity Lead for sanctioning |

**Is this the first time that you are appealing this decision?** Choose an answer.

**NOTE:** *This form is to be used for appeals to levels within your home faculty or school*. If your case has already been heard by all levels within your school and you are appealing to University Student Appeal Board (USAB), then please follow their procedures for filing an appeal, which can be found [here](https://www.queensu.ca/ombuds/appeal-process/university-student-appeal-board).

## When you are submitting the appeal

**Is the appeal being submitted within 10 business days of the date on the decision being appealed?** Choose an answer.

### Why you are submitting the appeal past the deadline to appeal (If applicable)

Click or tap here to explain why you are submitting your appeal outside of the 10 business days. As needed attach any relevant documentation (e.g. an email confirming a later appeal deadline) to support your request for a late appeal. **IF you are submitting your appeal within 10 business days please enter N/A to remove this note**.

## What you are appealing

Please indicate what you are appealing (select one)

The finding(s)

The finding(s) *AND* the remedy(ies)/sanction(s)

The remedy(ies)/sanction(s) only

### The grounds on which are you are appealing

Please indicate the basis of your appeal. Per Section 4.1 of *SAIP – RFS Oct 2023*, appeals of a finding of a departure of academic integrity and/or the associated sanction can be made on two grounds only (select one or both):

The decisionmaker whose decision is being appealed failed to act in accordance with the rules of procedural fairness (see Sections 1.2 and 4.1 of *SAIP – RFS Oct 2023* for examples)

The decisionmaker whose decision is being appealed acted without, or exceeded their, jurisdiction.

#### what the decisionmaker(S) did that gives you grounds to appeal

Click or tap here to BRIEFLY state what type of procedural fairness was not adhered to (e.g. “the decisionmaker did not provide me with a chance to review all the evidence on which they based their decision”) and/or why they acted without, or exceeded their, jurisdiction (e.g. “The instructor assigned a sanction which can only be assigned by the Academic Integrity Lead”). **Note:** *Just state the ‘what’ in this block. You will have the opportunity to explain why in your attached statement of appeal*.

## ***why*** you are appealing

The Academic Integrity Administrator in your home faculty will forward 1) this form, 2) your statement of appeal, 3) the *Notice of Investigation* and its attachments, 4) the *Finding of Departure from Academic Integrity* and its attachments, and (if applicable) 5) copies of the documents associated with earlier departures from academic integrity, and 6) the decision letter of the first level of appeal to the appropriate appeal body (the Academic Integrity Lead for instructor-level decisions or the Chair of the next level of appeal for Academic Integrity Lead decisions).

The only additional document you need to supply is a **letter of appeal** which MUST accompany this form. In this letter, you must clearly explain the grounds of your appeal and attach evidence as appropriate to support your appeal. *Please see the Office of the University Ombudsperson’s webpage on* [*appealing an academic integrity decision*](https://www.queensu.ca/ombuds/academic-integrity/appealing-academic-integrity-decision)*, for more information on the appeal process and tips for writing an effective letter of appeal*.

## Where you will send your appeal

**Please email this completed form, your letter of appeal and (if applicable) any evidence to support your appeal to the** **Choose the AI Administrator who coincides with your home faculty or school from list.**

# information about next steps

Per section 4.3.2 of *SAIP – RFS Oct 2023*, the appeal decisionmaker shall initially review your appeal submission and determine if it contains new evidence, that through no fault or omission of you, was not known by or available to you when the prior decision was made.No other new evidence shall be permitted.

*If your appeal contains new evidence that is permitted*, your matter will be sent back to the prior decisionmaker for reconsideration (see Section 4.3.2.1 of *SAIP – RFS Oct 2023* for more information and exceptions to this rule).

*If your appeal contains no new or permitted evidence*, the appeal decisionmaker will provide the decisionmaker whose decision is being appealed a copy of your appeal submission. They will then have up to 10 business days to provide a written response to your appeal.

Once their statement has been received the response will be forwarded to you. You will have at least five days to review their statement before a hearing is held. Or, if you choose not to attend the hearing, you will have five business days after receiving the written statement to submit a written response to the statement written by the decisionmaker whose decision you are appealing.

## Who will attend the appeal hearing

Provided your appeal contains no new or permitted evidence, please indicate whether you wish to attend the appeal hearing:

NO, I do not wish to attend the appeal hearing. I understand that by selecting no the appeal decisionmaker will decide the appeal based solely on 1) my appeal package (including my letter of appeal); 2) the written statement of the decisionmaker whose decision is being appealed; and 3) my written response to their statement.

YES, I wish to attend the appeal hearing. I understand that decisionmaker whose decision is being appealed will also be invited to attend the meeting.

If you selected yes above, please indicate whether you will bring a support person or an advisor with you to the meeting (see Sections 4.3.3 and 3.2.3 of the *SAIP – RFS Oct 2023* for more information).

NO, I will not bring a support person or an advisor. I will attend by myself.

YES, I will bring an advisor. Their name and role (e.g. friend, parent, academic advisor, professor, legal advisor, etc.) are: Click or tap here to enter name and role. **IF no advisor is attending please enter a space to remove this note**

**Note**: You will have the opportunity to confirm whether you wish to attend the appeal hearing and, if yes, if you will bring a support person or an advisor when you receive a copy of the written response from the prior decisionmaker.

# Confirmation

By entering my name below, I confirm that I have reviewed the *Senate Academic Integrity Procedures – Requirements of Faculties and Schools October 2023 (*[*SAIP – RFS Oct 2023*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools)*)* and have attached my letter of appeal and any applicable evidence to this form.

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| Your Name | Click or tap here to enter first & last name. |

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student’s file, will be used to process this request, and will be shared with Queen’s personnel who need the information to perform their duties. For general information on access and privacy at Queen’s University, consult the **Records Management and Privacy Office** at 613.533.6095 or see the website: [**Records Management and Privacy Office**](https://www.queensu.ca/accessandprivacy/node/130).