

# Appeal of the Result of an Investigation of a Departure from Academic Integrity

If a student wishes to appeal the result of a DFAI investigation, this form must be received by the AI Administrator (AIA) no later than 10 days after the Finding form was emailed to the student (for a Level I) or a remedy/sanction was emailed to the student by the Associate Dean (Academic) (for a Level II)

Student Name:	Student Number:	Date:
Course number and name:		

Students may appeal a Departure from Academic Integrity finding, or the imposition of a remedy/sanction, or both. Please indicate what you are appealing:

- I am appealing the finding resulting from an investigation of a Departure from the Departure from Academic Integrity.
- I am appealing the remedy/sanction resulting from an investigation of a Departure from Academic Integrity.
- I am appealing both the finding, and also the remedy/sanction, resulting from an investigation of a Departure from Academic Integrity.

## Grounds for appeal:

The grounds for submitting an appeal are limited to cases in which:

1. The decision-maker whose decision is being appealed failed to act in accordance with the rules of procedural fairness. A breach of procedural fairness includes failing to:
  - permit a student to be heard by an unbiased decision-maker;
  - follow applicable rules, regulations, or University policy, in a way that adversely affected a student's right to a fair process;
  - make a reasonable decision. A "reasonable" decision is one that is rational in that its findings are based on evidence, thought out and supported by facts and logical inferences from findings of fact. To be reasonable, the decision must contain adequate reasons for the conclusions. A decision should not be overturned if it falls within a range of possible, acceptable outcomes. If the decision is "reasonable", the decision-maker deciding the appeal is not permitted to substitute their opinion for that of the decision-maker whose decision is under appeal.
2. The decision-maker whose decision is being appealed acted without, or exceeded their, jurisdiction.

Clearly state the reason(s) for your appeal, based upon one or more of the Grounds for Appeal listed above:

Submitting this Appeal form: This appeal form should be submitted to the FEAS Academic Integrity Administrator ([engineering.DFAI@queensu.ca](mailto:engineering.DFAI@queensu.ca)). You should also include the "Finding Form", the remedy/sanction letter (if Level II) and any other documents necessary to establish the grounds for your appeal.

Senate DFAI Policy: <https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools>

Queen's Engineering DFAI Policy: <https://engineering.queensu.ca/policy/academic-integrity.html>