Appeal of an instructor-level 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 2021 (*[*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools)*)*

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| **Date** | Click or tap to enter a date. |
| **Your Name****Your Student Number****Your Queen’s Email Address** | Click or tap here to enter first & last name.Click or tap here to enter SUID.Click or tap here to enter Queen’s email. |

# Details of Decision being Appealed

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| **Mode of Course/non-course delivery****Course Number, Term, Year, *OR* Concentration, Non-course work, Term, Year** | Choose type of delivery from list. Click or tap here to enter Course number, term & year *OR* concentration, type of non-course work (e.g. comps), term & year for non-course. |
| **Decisionmaker’s Name****Decisionmaker’s Role****Date on Decision Being Appealed** | Click or tap here to enter first & last name.Choose a role.Click or tap to enter a date. |

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

## Explanation for late submission of appeal

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.**

# Nature of the Appeal

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

Please indicate the basis of your appeal. Per Section 4.1 of [*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools), appeals of a finding of a departure of academic integrity and/or the associated sanction can be made only on the following two grounds (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 for examples)

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

## Brief explanation

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 exceed their, jurisdiction (e.g. “The instructor assigned a sanction which can only be assigned by the AI Lead”). *Note: Just state the ‘what’ in this block. You will have the opportunity to explain why in your attached statement of appeal.*

# Statement of Appeal

The School of Graduate Studies Academic Integrity Administrator will forward this form, your statement of appeal, the original Notice of Investigation and its attachments, the Finding of Departure from Academic Integrity and its attachments, and (if applicable) to the Associate Dean (Graduate Programs), Smith School of Business to hear your appeal.

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.

**I confirm that I have attached my letter of appeal and any applicable evidence to this form**: Choose an answer.

# Next Steps

Per section 4.3.2 of [*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools), the Associate Dean (Graduate Programs), Smith School of Business 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 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) for more information and exceptions to this rule).

*If your appeal contains no new or permitted evidence*, the Associate Dean (Graduate Studies), Smith School of Business will provide the decisionmaker whose decision is appealed a copy of your appeal submission. They will then have up to 10 business days to provide a written response to your appeal.

After receipt of the written statement from the decisionmaker whose decision is being appealed you will have at least five days to review the material before a meeting is held, or if you choose not to meet the Associate Dean (Graduate Programs), Smith School of Business, you will have 5 business days after receiving the written statement to submit an additional written statement to the Associate Dean (Graduate Programs), Smith School of Business.

## Appeal Hearing Meeting

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 Associate Dean (Graduate Programs), Smith School of Business will decide the appeal based solely on my appeal submission, the written statement of the decisionmaker whose decision is being appealed, and 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 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools) for more information).

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

[ ]  YES, I will bring a support person or 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 support person or 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 2021 (*[*SAIP – RFS Oct 2021*](https://www.queensu.ca/secretariat/policies/senate/academic-integrity-procedures-requirements-faculties-schools)*)*

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

**Please email this completed form, your letter of appeal and (if applicable) any evidence to support your appeal to the School of Graduate Studies AI Administrator at: corbettm@queensu.ca**

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).