

Faculty of Arts and Science

APPEAL OF AN INSTRUCTOR'S DECISION DEPARTURE FROM ACADEMIC INTEGRITY

FORM A

PART A: Identification

Name:
Student Number:
Program and Plan:
Email Address:

A one-time administrative fee of \$50.00 applies to all appeals.

- I want to appeal the decision of my instructor concerning a departure from academic integrity.

2. I will be appealing the:

- Finding only
- Sanction only
- Finding and Sanction

Appeal to the Associate Dean (Studies)

You may appeal the finding of departure from academic integrity and/or the sanction imposed as a result of an instructor's finding to the Associate Dean (Studies). You have 21 calendar days after receiving the Notification of the Finding of a Departure from Academic Integrity to submit a written appeal and copies of the relevant documents. Normally, the Associate Dean (Studies) will meet with you (and your representative, if applicable), the instructor (and his or her representative), and witnesses where appropriate to conduct a thorough investigation of the evidence. See Academic Regulation 1, and Appeal Regulations Section 2 (Appeals Related to Academic Integrity) of the Arts and Science Calendar.

You are strongly encouraged to contact Mr. Harry Smith, Office of the Ombudsperson for advice on matters of procedure and on obtaining a representative. He can be reached by phone (533-6495) or e-mail (ombuds@queensu.ca).

For Office Use: Date submitted Date documents supplied Payment received

Student signature _____

The personal information collected on this form is collected under the legal authority of the Royal Charter of 1841, as amended. The information collected will be used to make a decision regarding your appeal and to provide a response. This information will be retained for a minimum of five years in accordance with the Queen's Records Management Policy, 2003. If you have any questions or concerns about the information collected or how it will be used, please contact the Faculty of Arts and Science at (613) 533-2470.