

Faculty of Arts and Science

**APPEAL OF AN ASSOCIATE DEAN'S DECISION DEPARTURE FROM ACADEMIC INTEGRITY
(Appeal to the Academic Integrity and Conduct Panel)**

FORM B

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 the Associate Dean (Studies) concerning a departure from academic integrity.

2. I will be appealing the:

- Finding only
- Sanction only
- Finding and Sanction

Appeal to the Academic Integrity and Conduct Panel

You may appeal the finding of departure from academic integrity and/or the sanction imposed as a result of an Associate Dean (Studies) to the Academic Integrity and Conduct Panel. 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. All letters and documentation considered by the Associate Dean (Studies) in reaching a decision on your appeal will be forward to the AICP. The only additional document you need to supply is a brief letter addressing the written statements in your decision letter from the Associate Dean (Studies). 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 letter supplied:
Payment received:

Student signature _____

If you wish to make an appearance at the Panel meeting, please indicate in the box below. You have the right to be accompanied by an individual of your choice (e.g. a friend, parent, Dispute Resolution Advisor or other representative). Note, if you choose to appear before the Panel, the Associate Dean (Studies) will also appear to explain his or her decision.

Yes, I wish to make an oral presentation to the Panel.

I have read and understand the process and regulations governing appeals to the Academic Integrity and Conduct Panel (see Appeal Regulation 2.3):
<http://www.queensu.ca/artsci/students-at-queens/academic-calendar#section-appeal-regulations>

Student Signature

Date

To be eligible to appeal to the Academic Integrity and Conduct Panel (AICP), students must first appeal to the Associate Dean (Studies) and be in receipt of the Associate Dean's written decision (see Appeal Regulation 2.3 in the link above).

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.