

Notice of Appeal Form

Section 1: Instructions

A student who wishes to appeal a Non-Academic Misconduct (NAM) decision that is within scope and jurisdiction of the NAM Appeal Panel must submit this form and all supporting documentation to the Non-Academic Misconduct Intake Office (NAMIO) by emailing centralnam.office@queensu.ca.

Appeals must be received no later than 4:30pm ET on the date of the appeal deadline. Appeals received after the appeal deadline will not be processed.

There is no fee for this appeal.

Section 2: Student Information

First Name _____	Last Name _____
Student Number _____	
Queen’s Email Address _____	Phone Number _____
Current Address _____	
City/Town _____	Province _____
Postal Code _____	

Section 3: Decision Being Appealed

Name of Decision-Maker or Decision-Making Body _____

Decision-Maker’s Title/Office _____

Decision Date _____

Section 4: Appeal Information

Reason for Appeal (Grounds) – check all that apply:

Breach of Procedural Fairness, meaning:

	The decision-maker was biased or had a conflict of interest that prejudiced the student;
	The decision-making body misapplied and/or failed to follow applicable rules, regulations, or university policy in a way that impeded the student’s right to a fair process;

	The decision was unreasonable. A “reasonable” decision is one that is cogent and rational based on the factual record and logical interpretations of rules, regulations, or university policy relevant to the decision. To be reasonable, the decision-maker must provide adequate reasons for the conclusions made. A decision should be upheld if it falls within a range of possible and acceptable outcomes or sanctions.
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And/or:

	The decision-maker whose decision is being appealed acted without authority or exceeded their jurisdiction.
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Section 5: Required Attachments

	A copy of the Decision Letter under appeal;
	Your Appeal Letter (see Section 7: Tips for Writing an Appeal Letter);
	Any supporting documents that you wish to have considered as part of your appeal.

Section 6: Signature

Student’s Signature _____

Full Name (please print) _____

Today’s Date _____

Section 7: Tips for Writing an Appeal Letter

Good preparation will help you understand the decision in order to prepare a clear and thorough appeal. Review the decision letter carefully, as it will contain detailed information on the decision-maker’s rationale and associated outcomes and sanctions. Reflect on the event and how your behaviour may have contributed. Read all relevant policies and procedures.

Your appeal letter should provide a detailed explanation of why you think the decision (i.e finding and/or sanctions) should be overturned on appeal. Your appeal letter should also state what outcome or sanctions you are seeking.

You should include any relevant policies, procedures, or supporting documentation to help justify your position. Be sure to refer to the specific Grounds for appeal in order to explain why the decision should be changed. Appeals will not be granted simply because you disagree.

The suggested length for an appeal letter is 1-2 pages, typed in a legible print size. If your letter is longer, consider if all of the information is factual and relevant to the issue at hand.

The personal information collected on this form is collected under the legal authority of the Queen’s University 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 in accordance with the Queen’s Records Management Policy. . If you have any questions or concerns about the information collected or how it will be used, please contact NAMIO at centralnam.office@queensu.ca.