

Notice of Appeal

In relation to a finding of Departure From Academic Integrity

Date (dd/mm/yyyy)	
Student Name	
Student ID#	
Student E-mail Address	

Check which applies:

- Finding of departure from academic integrity
- Sanction
- Both Finding of Departure and Sanction

Course (Course number, name, term, year)	
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Identify the grounds for appeal in the text box:

(see section 8.3 of the Faculty of Law policy on academic integrity.)

Articulate the reasons supporting the grounds and refer to any relevant supporting documentation

Please take careful note of the appropriate entity to which this NOTICE OF APPEAL should be forwarded.

1) For students whose home faculty is the Faculty of Law:

- a) if the **course instructor** issued the Report of Finding of Departure from Academic Integrity and the sanction, then the Notice of Appeal will be directed to the Associate Dean (Academic) in the Faculty of Law through the **Academic Integrity Coordinator**, at lawacintegrity@queensu.ca. The office of the Academic Integrity Coordinator is in Room 513, Macdonald Hall, 128 Union St. Kingston ON K7L 3N6. Telephone 613.533.6000 ext 74283. Regular business hours are Monday to Friday, 8:30 a.m to 4:30 p.m. Please include any supporting documentation with this Notice of Appeal.
- b) If an **Associate Dean in the Faculty of Law** (either Associate Dean (Academic) or the Associate Dean (Graduate Studies and Research)) issued the Report of Finding of Departure

from Academic Integrity and/or the sanction, then the Notice of Appeal will be directed to the **Chair of the Academic Standing and Policies Committee (ASPC)** at the Faculty of Law by sending the notice to the Academic Integrity Coordinator at lawacintegrity@queensu.ca who will notify the Chair of the ASPC. Please include any supporting documentation with this Notice of Appeal. A written notification of intention to appeal should first be submitted to the Academic Integrity Coordinator in the Faculty of Law days within 7 working of receipt of the Finding of Departure from Academic Integrity. A further 14 days is provided to submit the Notice of Appeal as per subsection (c) below.

- c) This Notice of Appeal must be filed within 21 working days of the receipt of the Report of the Finding of Departure from Academic Integrity.
- d) Any further appeal is to the University Student Appeal Board (ISAB), as required by the [Senate Policy on Student Appeals, Rights and Discipline within 2 weeks. See Appendix C of the policy for a summary of the timelines and requirements for USAB proceedings. Use Form 26\(a\), pursuant to Appendix D to the Senate Policy on Student Appeals, Rights and Discipline.](#)

2) For students who are registered in another degree or diploma program at Queen's, the appeal should be directed to your home Faculty/School and not to the Faculty of Law

- a) if the **course instructor** issued the Report of a Finding of Departure from Academic Integrity and the sanction, then the Notice of Appeal will be directed to the **Associate Dean or faculty committee in the home Faculty** of the degree or diploma program in which the student is registered (as per the [Senate Policy on Academic Integrity Policy and Procedures](#), Appendix B, Academic Integrity Procedures with Respect to Cross-Faculty Jurisdiction, Part 1 for Undergraduate programs, Section 3 or Part 2 for Graduate programs, Section 3.)
- b) If an **Associate Dean in the Faculty of Law** issued the Report of Finding of Departure from Academic Integrity and/or the sanction, then the appeal will be forwarded to the **appropriate Faculty/School committee in the student's home Faculty**. The final level of appeal will be to the [University Student Appeals Board](#) for undergraduate level programs. as required by the [Senate Policy on Student Appeals, Rights and Discipline within 2 weeks. See Appendix C of the policy for a summary of the timelines and requirements for USAB proceedings. Use Form 26\(a\), pursuant to Appendix D to the Senate Policy on Student Appeals, Rights and Discipline.](#)
- c) For graduate level programs, the first appeal is to an **Associate Dean in the School of Graduate Studies**. If the matter was referred already to that level for investigation and a finding, then the appeal is to the Academic Appeal Board of the school of Graduate Studies. Any further appeal is to the [University Student Appeals Board](#) (as required by the [Senate Policy on Student Appeals Rights and Discipline](#)). [See Appendix C of the policy for a summary of the timelines and requirements for USAB proceedings. Use Form 26\(a\), pursuant to Appendix D to the Senate Policy on Student Appeals, Rights and Discipline.](#)
- d) During appeal committee hearings, a designate from the course Faculty office may attend for the purpose of providing information only and will not be a member of the committee. The appeal body must notify the student, the student's home Faculty, and the course Faculty, of any decisions. The course Faculty will communicate the decision to the course instructor.

NOTE: Timeline for Procedural Steps

- 1) Working days = Business days, Monday to Friday Weekends (Sat./Sun.), statutory holidays and periods during which the university is closed are not counted.
- 2) Timeline Calculation:
 - Day 0: The business day the Notice is issued.
 - Day 1: The business day following the issuance of the Notice, regardless of the time sent.
 - Day 0: Day of Response: Response due at midnight of the business day stipulated.

Advice concerning whether or not to appeal may be obtained from [the Office of the University Ombudsman](#)^[JE1]. The Ombudsman can be reached at the Robert Sutherland Hall, Room 421, tel. 613-533-6495 email obuds@queensu.ca.