

Academic Integrity Appeal Form Cumberland University

Note: Grounds for an appeal include significant new evidence and/or procedural error. The Academic Integrity Board, Vice President for Academic Affairs and/or President reserve the right to accept or reject any appeal.

STEP 1 Appeal to Faculty for Level I Violation- Students wanting to appeal the academic integrity violation and/or sanction decision are required to complete this form. Only Step 1 (Parts A-F) needs to be completed for Level I violations appealed to the faculty. For appeals of Level II – IV academic integrity violations the appropriate parts of this form should be completed and a copy of this form should be submitted to the Office of Academic Affairs within five (5) business days of receiving notification of the decision made by the body rendering the sanction and/or reviewing any sanction appeal. If you fail to submit an appeal by the deadline, your sanction will go into effect immediately. If you accepted responsibility for the charges against you, you may appeal **only** the sanction.

Your appeal will be decided on the basis of your written statement, interviews, the case file, and any statement submitted by the complaint party. An appeal is **not** an opportunity to voice undocumented complaints, and you are not allowed to have conversations regarding the appeal with any individual that may be part of the appeal review outside of the appeal hearing. You will be notified by email when the review of the appeal is scheduled. Appeals will be reviewed within ten (10) business days of receipt of the appeal form by the Office of Academic Affairs.

The Outcomes of appeals may include:

- Affirming the finding and the sanction
- Affirming the finding and modifying the sanction
- Dismissing the finding.

You will be notified by email of any decision regarding an academic integrity appeal. All appeals of academic integrity addressed to the faculty will be kept on file by the faculty. Any appeal to the AIB and beyond will automatically be put on file in the Office of Dean of Students at the conclusion of the appeal process. Note that the Faculty's decision on *Level I violation* appeals are final. Only Level II -IV violations may be appealed beyond the Faculty. Appeals of Level II-IV will begin with Step 2 of this Academic Integrity Appeal form. Faculty will send notification of any Level I academic integrity sanction to the Dean of Students and Vice President for Academic Affairs. Decisions made on appeals of Level II-IV by the President (or designee) are final.

Part A: Complete the following information:

Date: _____

Student Name: _____ Student ID#: _____

Advisor: _____

Course Name & Number (Please include section number): _____

Name of Faculty: _____

Part B: The grounds for appeal are limited to the following, please read carefully, and then check all that apply to your appeal:

☐ The faculty member has not sufficiently supported his or her decision based on the materials discussed during the initial academic integrity incident meeting(s).

☐ The penalty is not appropriate for the violation and/or is in conflict with course policies as stated in the syllabus.

Part C: Briefly describe the incident, the charge, and the sanction (attach Academic Integrity Violation Report Form and if necessary additional pages to describe the incident):

Part D: On a separate sheet, please provide a statement of the grounds for appeal, which at a minimum should contain a list of alleged errors in the decision-making process and a statement why the decision or penalties are in error. Also indicate what remedy you are requesting by filing this appeal. Any documentation that can support your assertions of these should be attached to this appeal form.

Part E: **I am appealing the academic integrity violation and/or sanction decision of the Faculty.** In the space provided below or on a separate piece of paper, the course instructor will record the appeal conversation and reasons for upholding the decision of the academic integrity violation and/or sanction.

Part F: **Decision of Faculty -** The Faculty will provide a statement outlining the evidence that guided the decision and a clear statement of the decision rendered on the appeal. This is attached to the Academic Integrity Appeal form.

Part G: **I have read and understand the decision of my appeal by the Faculty.**

Signature: _____ **Date:** _____

Name (Print): _____

STEP 2 - Appeal of Step 1 Decision to Academic Integrity Board (AIB)

Students wanting to appeal the decision of the Faculty for Level II – IV violations are required to complete this form and submit a copy of this form and all documentation from Step 1 to the Office of Academic Affairs within five (5) business days of receiving notification of the decision made by the Faculty. If you fail to submit an appeal by the deadline, your sanction will go into effect immediately. If you accepted responsibility for the charges against you, you may appeal **only** the sanction.

Your appeal will be decided on the basis of your written statement, interviews, the case file, and any statement submitted by the complaint party. An appeal is **not** an opportunity to voice undocumented complaints, and you are not allowed to have conversations regarding the appeal with any individual that may be part of the appeal review outside of the appeal hearing. You will be notified by email when the review of the appeal is scheduled. Appeals will be reviewed within ten (10) business days of receipt of the appeal form by the Office of Academic Affairs.

The Outcomes of appeals may include:

- Affirming the finding and the sanction
- Affirming the finding and modifying the sanction
- Dismissing the finding.

You will be notified by email of any decision regarding an academic integrity appeal. All appeals of academic integrity violations and/or sanctions of Level II-IV will automatically be put on file in the Office of the Dean of Students and reported to the Vice President for Academic Affairs. Decisions made by the President (or designee) are final.

Part A: **I am appealing the Academic Integrity violation and/or sanction decision by the Faculty.**

Signature: _____

Name (Print): _____

Date of Step 2 submission: _____

Part B: **On a separate sheet, please provide a statement of the grounds for appeal, which at a minimum should contain a list of alleged errors in the decision-making process and a statement why the decision or penalties rendered by the *faculty* are in error. Also indicate what remedy you are requesting by filing this appeal. Any documentation that can support your assertions of these should be attached to this appeal form.**

Part C: **Decision of Academic Integrity Board (AIB)** - The AIB will provide a statement outlining the evidence that guided the decision and a clear statement of the decision rendered on the appeal. This is attached to the Academic Integrity Appeal form.

Part D: **I have read and understand the decision of my appeal by the Academic Integrity Board.**

Signature: _____ **Date:** _____

Name (Print): _____

STEP 3 - Appeal of Step 2 Decision to Vice President for Academic Affairs

Students wanting to appeal the decision of the AIB are required to complete this form and submit a copy to the Office of Academic Affairs within five (5) business days of receiving notification of the decision made by the AIB. If you fail to submit an appeal by the deadline, your sanction will go into effect immediately. If you accepted responsibility for the charges against you, you may appeal **only** the sanction.

Your appeal will be decided on the basis of the case file and any statement submitted by the complaint party. An appeal is **not** an opportunity to voice undocumented complaints, and you are not allowed to have conversations regarding the appeal with any individual that may be part of the appeal review outside of the appeal hearing. Appeals will be reviewed within ten (10) business days of receipt of the appeal form by the Office of Academic Affairs.

The Outcomes of appeals may include:

- Affirming the finding and the sanction
- Affirming the finding and modifying the sanction
- Dismissing the finding.

You will be notified by email of any decision regarding an academic integrity appeal. All appeals of academic integrity violations and/or sanctions of Level II-IV will automatically be put on file in the Office of the Dean of Students and reported to the Vice President for Academic Affairs. Decisions made by the President (or designee) are final.

Part A: I am appealing the Academic Integrity violation and/or sanction decision rendered/upheld by the Academic Integrity Board.

Signature: _____

Name (Print): _____

Date of Step 3 submission: _____

Part B: On a separate sheet, please provide a statement of the grounds for appeal, which at a minimum should contain a list of alleged errors in the decision-making process and a statement why the decision or penalties upheld by the *Academic Integrity Board* are in error. Also indicate what remedy you are requesting by filing this appeal. Any documentation that can support your assertions of these should be attached to this appeal form.

Part C: Decision of Vice President for Academic Affairs (or designee) – A statement will be provided outlining the evidence that guided the decision and a clear

statement of the decision rendered on the appeal. This is attached to the Academic Integrity Appeal form.

Part D: **I have read and understand the decision of my appeal by the VPAA (or designee).**

Signature: _____ **Date:** _____

Name (Print): _____

STEP 4 - Appeal of Step 3 Decision to President (or designee)

Students wanting to appeal the decision of Vice President for Academic Affairs (or designee) are required to complete this form and submit a copy to the Office of Academic Affairs within five (5) business days of receiving notification of the decision made by the Vice President of Academic Affairs (or designee). If you fail to submit an appeal by the deadline, your sanction will go into effect immediately. If you accepted responsibility for the charges against you, you may appeal **only** the sanction.

Your appeal will be decided on the basis of the case file and any statement submitted by the complaint party. An appeal is **not** an opportunity to voice undocumented complaints, and you are not allowed to have conversations regarding the appeal with any individual that may be part of the appeal review outside of the appeal hearing. Appeals will be reviewed within ten (10) business days of receipt of the appeal form by the Office of Academic Affairs.

The Outcomes of appeals may include:

- Affirming the finding and the sanction
- Affirming the finding and modifying the sanction
- Dismissing the finding.

You will be notified by email of any decision regarding an academic integrity appeal. All appeals of academic integrity violations and/or sanctions of Level II and above will automatically be put on file in the Office of the Dean of Students and reported to the Vice President for Academic Affairs. Decisions made by the President (or designee) are final.

Part A: I am appealing the decision of the VPAA (or designee).

Signature: _____

Name (Print): _____

Date of Step 4 submission: _____

Part B: On a separate sheet, please provide a statement of the grounds for appeal, which at a minimum should contain a list of alleged errors in the decision-making process and a statement why the decision or penalties upheld by the Vice President for Academic Affairs (or designee) are in error. Also indicate what remedy you are requesting by filing this appeal. Any documentation that can support your assertions of these should be attached to this appeal form.

Part C: **Decision of President (or designee)** – A statement will be provided outlining the evidence that guided the decision and a clear statement of the decision rendered on the appeal. This is attached to the Academic Integrity Appeal form.

Part D: **I have read and understand the decision of my appeal by the President.**

Signature: _____ **Date:** _____

Name (Print): _____