

**Academic Integrity Appeal Form
Cumberland University**

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

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:** _____

Signature: Name (Print): _____

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

Students wanting to appeal the decision of the Faculty for academic integrity 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 from the date the report form is signed. 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 the AIB by email of any decision regarding an academic integrity appeal within 48 hours. All appeals of academic integrity violations and/or sanctions will automatically be put on file in the Advocate System and reported to the Provost & Vice President for Academic Affairs.

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 clear statement of the decision rendered on the appeal.

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 Provost and 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 will automatically be put on file in the Advocate System. Decisions made by the Provost and Vice President of Academic Affairs (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 Provost and Vice President for Academic Affairs (or designee) – A clear statement of the decision rendered on the appeal will be provided to the student.

Part D: I have read and understand the decision of my appeal by the ~~VPAA~~ Provost and Vice President of Academic Affairs (or designee).

Signature: _____

Date: _____

Name (Print): _____

Appendix D – Definitions of Academic Dishonesty

Academic Integrity Expectations – Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

A. Use of Sources

1. Plagiarism is the use of someone else's language, ideas, information, or original material without acknowledging the source. Examples of plagiarism can include:

- a. Paper is downloaded from an Internet source and/or obtained from a paper mill.
- b. Paper contains part or all of the writings of another person (including another student), without citation.
- c. Paper contains passages that were cut and pasted from an Internet source, without citation.

Note: While students are responsible for knowing how to quote from, paraphrase, and cite sources correctly, the ability to apply that information in all writing situations is an advanced literacy skill acquired over time through repeated practice. When a student has attempted to acknowledge sources but has not done so fully or completely, the instructor may determine that the issue is misuse of sources or bad writing, rather than plagiarism. Factors that may be relevant to the determination between misuse of sources and plagiarism include prior academic integrity education at Cumberland University and the program level of the student. Instructors are responsible for communicating their expectations regarding the use and citation of sources.

B. Course Work and Research

1. The use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
2. Fabrication, falsification, or misrepresentation of data, results, sources for papers or reports; in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
3. Copying from another student's work;
4. Actions that destroy or alter the work of another student;
5. Unauthorized cooperation or collusion in completing assignments or examinations;
 - a. Collusion is assisting or attempting to assist another in an act of academic dishonesty.
 - b. Collusion is distinct from collaborative learning, which may be a valuable component of scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

6. Submission of the same written work in more than one course without prior written approval from both instructors.

C. Communications

1. Violating the confidentiality of an academic integrity investigation, resolution, or documentation;
2. Making a false report of academic dishonesty;
3. Dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, or in any other matter relating to a course.

D. Representations and Materials Misuse

1. Falsification of records, reports, or documents associated with the educational process;
2. Misrepresentation of one's own or another's identity in an academic context;
3. Misrepresentation of material facts or circumstances in relation to examinations, papers, or other academic activities;
4. Sale of papers, essays, or research for fraudulent use;
5. Alteration or falsification of university records;
6. Unauthorized use of university academic facilities or equipment, including computer accounts and files;
7. Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
8. Unauthorized removal, mutilation, or deliberate concealment of materials in university libraries, media, laboratories, or academic resource centers