

## ACADEMIC INTEGRITY VIOLATION APPEAL FORM

### INSTRUCTIONS

Note: This form, with appropriate documentation and signatures, must be delivered to the Provost's Office (ADM201) within 30 business days of the beginning of the semester subsequent to the one in which the grade was awarded, or 120 calendar days after the issuance of spring semester grades, should the student not be enrolled during the summer term. Fully online students should email [integrity@usm.edu](mailto:integrity@usm.edu) for further instructions.

- 1 Write a statement summarizing your reasons for believing that you were unfairly penalized for an academic integrity violation.
- 2 Fill out the section below, print the form, and attach your statement. Give a copy of the form and statement to your instructor; then schedule a meeting to discuss your appeal, allowing at least five working days for him/her to review the material and prepare a response before meeting. At the meeting, the instructor should sign this form and provide you with a copy of his/her documentation and/or written response, unless the academic penalty is removed.
- 3 If the matter was not resolved at the instructor level, provide a copy of the form, your statement, and materials given to you by the instructor to the chair of his/her department, and set up a meeting to discuss your appeal, allowing at least five working days for him/her to review the material. At the meeting, the chair should sign this form and return it to you, unless the academic penalty is removed.
- 4 Submit your form, your statement, and documentation from the instructor and/or chair to the Office of the Provost (201 Aubrey Lucas Administration Building). Within five working days, the Academic Integrity Officer will contact all parties informing them that they have 30 days to submit any additional materials. Any materials submitted will be made available to all parties for review prior to the hearing.

### INFORMATION

Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Phone \_\_\_\_\_ Student ID \_\_\_\_\_ Date \_\_\_\_\_

Class  Freshman  Sophomore  Junior  Senior  Graduate Student Major \_\_\_\_\_

Course \_\_\_\_\_ Course Semester and Year \_\_\_\_\_  
prefix, number and section

Instructor \_\_\_\_\_ Advisor \_\_\_\_\_

Penalty  Failed assignment/quiz/exam  XF grade  Other \_\_\_\_\_

### DOCUMENTATION

All requested documentation **MUST** be attached to this form in order for it to be valid.

- Student statement (required)
- Instructor statement/written documentation of violation (required)
- Chair statement (optional)

### STUDENT SIGNATURE

- I acknowledge that I have read and understand the instructions on this form. I agree to comply with the procedures therein. I have provided documentation that is accurate, relevant, and complete and I understand that failure to do so voids/nullifies this request.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICIAL SIGNATURES

Statement Attached?

Course Instructor \_\_\_\_\_ Date \_\_\_\_\_  YES (required)  NO

Course Department Chair \_\_\_\_\_ Date \_\_\_\_\_  YES (optional)  NO