

GUIDE TO APPEALING AN ACADEMIC INTEGRITY VIOLATION

POINTS TO CONSIDER

1. Is my appeal justified?
 - Students should not appeal simply to get a better grade. Students may appeal based on:
 - New information or evidence (i.e., evidence relevant to the decision made by the faculty).
 - Evidence of procedural irregularity (i.e., a mistake may have been made. E.g., the timeline for filing an incident has been violated).
2. If a reason mentioned above is met, a student can proceed to **Step 1** of the [Academic Dispute Resolution and Appeal Procedure](#) (p.g. 3). When deciding to appeal, please note,
 - a student can only appeal on their own behalf. A student may consult a third party for advice, but no one else can submit an appeal or represent them;
 - a student must appeal within five business days of receiving the incident;
 - a student should only send one email at a time to the corresponding Conestoga member (faculty, program chair, dean, etc.);
 - the Conestoga member has five business days to respond to the student.

STEPS TO APPEALING AN ACADEMIC INTEGRITY VIOLATION

Conestoga follows an informal appeal process for the first three levels of appeal.

Level 1: Student emails the faculty member who issued the incident. Students must:

IMPORTANT: Keep emails concise and professional; discuss information only relevant to the incident.

- Identify the specific decision that is being appealed.
- Identify the particular reasons why the appeal is being made. For example,
 - there is a clear, rational explanation why the situation should not be considered academic misconduct;
 - the faculty overlooked important information/evidence;
 - there is new evidence;
 - there was a procedural error.

- Identify the new desired outcome or solution (i.e., how might the current decision be corrected).

Level 2: Student emails the Program Chair:

If a student believes the faculty has not considered their evidence or has not received a reply from their faculty within five business days, they may proceed to **Step 2** of the [Academic Dispute Resolution and Appeal Procedure](#) (p.g. 4).

IMPORTANT: Keep emails concise and professional; discuss information only relevant to the incident.

- Review the Program Handbook or check the Conestoga website to confirm the Program Chair (see links below for guidance).
- Provide the same information that was included in the email to the faculty *and* explain why it is being escalated to the Program Chair. The Program Chair has five business days to respond to the student's email

Level 3: Student emails the Program Dean/Executive Dean:

If a student believes the Program Chair has not considered their evidence or has not received a reply from the Program Chair within five business days, they may proceed to **Step 3** of the [Academic Dispute Resolution and Appeal Procedure](#) (p.g. 4).

IMPORTANT: Keep emails concise and professional; discuss information only relevant to the incident.

- Review the School's contact tab on the Conestoga website to confirm the Dean/Executive Dean of the Student's Program Handbook (see links for guidance).
- Provide the same information that was included in the email to the Program Chair *and* explain why it is being escalated to the Dean/Executive Dean. The Dean/Executive Dean has five business days to respond to the student's email

Formal Hearing/Appeal (Step 4):

For more severe cases, students should request a formal hearing, **Step 4** of the [Academic Dispute Resolution and Appeal Procedure](#) (pp. 4-5). Such instances would be if they were:

- Issued an academic decision by the Executive Dean/Dean of their program of discontinuance;
- Assessed a penalty under the Student Rights and Responsibilities Policy; or

- Unable to meet the deadline as noted in Step 1 due to a documented medical condition/incident.

ACADEMIC SCHOOL PAGES

- [School of Applied Computer Science & Information Technology](#)
- [School of Business](#)
- [School of Community Services](#)
- [School of Creative Industries](#)
- [School of Engineering & Technology](#)
- [School of Health & Life Sciences](#)
- [School of Hospitality & Culinary Arts](#)
- [School of Interdisciplinary Studies](#)
- [Schools of Trades & Apprenticeship](#)
- [School of Workforce Development, Continuing Education & Online Learning](#)

TEMPLATE FOR APPEAL PROCESS

The Essentials:

Make sure that the following information appears at the beginning of your email:

- Your name
- Your student number

The Content:

Paragraph 1: Purpose of the Appeal and Essential Information

1. Explain are asking to appeal an academic decision.
2. Indicate the course in question (course code and title), the assignment name, and the academic decision you are appealing.

Paragraph 2: Facts and Argument(s)

- Provide a summary of the situation in a clear and chronological manner
 - Dates involved (i.e., due dates, any given extensions, email threads/communication).
- Justify why you deserve a review of the academic decision. Be specific and include any comments that your Faculty provided you about the decision.
- When providing supporting documents/evidence, state why they are essential to your appeal.
 - Assignment including rubric with feedback and marks.
 - Communication exchanged between the student and faculty (emails, notes)

Paragraph 3: Desired Outcome

- Provide an explanation of your desired outcome (e.g., reduction of penalty applied, complete removal of the incident).

TEMPLATE EXAMPLE

Subject: **[course code]** Academic Integrity Decision Appeal

Body:

Dear **[Conestoga Faculty or Administrator]**,

My name is **[student's name]**, and my student number is **[student number]**.

I am writing to request an appeal regarding the **[academic integrity outcome]**, which was filed on my student Portal on **[date]** for **[course code and title]**. It was concluded that **[piece of work]** violated Conestoga College's Academic Integrity policy.

I am appealing the academic incident because **[explain your argument]**. In support of my argument, I have included the following **[list of evidence]** to show that **[explain how the evidence supports your case]**.

Based on this information, I am asking that **[explain your desired outcome]**.

Sincerely,

[Student's Name]