

College of Arts and Sciences
ACADEMIC MISCONDUCT APPEAL PETITION

For College of Arts and Sciences undergraduate courses only.

If you believe the instructor's charge of and/or sanction for academic misconduct is inappropriate and you can substantiate your claim, you may initiate an appeal. You must submit this form along with your written statement (and any additional relevant materials). **All materials must be received by 4:00 p.m. (Bloomington, IN time) within 14 calendar days after date of receipt of written report from the Office of Student Ethics.** Your appeal will not be considered without this form.

Step 1: Review the standards for academic and professional honesty and integrity in the [Code of Student Rights, Responsibilities, and Conduct \(Code\)](#); available online at <http://www.iu.edu/~code/> ([Part II: Student Responsibilities](#)). Also check the instructor's syllabus for the course policy regarding academic misconduct.

Step 2: Prepare a statement that explains in detail why you consider the instructor's finding and/or sanction inappropriate. **You must refer to the applicable sections of the Code. Please note that whether or not you intended to violate the Code is irrelevant. Did you or did you not do what the instructor stated in his/her report?**

- Attach any additional materials which you find relevant to your appeal, and explain their significance.
- Include in your statement the names of the people with whom you have discussed the incident - e.g. the instructor, and/or other members of the department, fellow students, other university officials, etc.

Step 3: **Submit this form by the deadline along with your statement and any supporting materials** to the College of Arts and Sciences Undergraduate Academic Affairs Office at: Owen Hall 102/104, 790 E. Kirkwood Ave., Bloomington, IN 47405 (office hours: 8:00 a.m. – 5:00 p.m., Monday – Friday). You may also submit this information as PDF attachments via email to: coasaado@indiana.edu

Name (please print): _____ IUID Number: _____

Department: _____ Course: _____
(e.g. English, Chemistry) (e.g. W-131, C-117, etc.)

Semester: Fall Spring Summer Year: _____ Instructor: _____

I am (select one of the following):

- appealing the finding of academic misconduct
- appealing the sanction imposed
- appealing **BOTH** the finding of academic misconduct **AND** the sanction imposed.

Signature: _____ Date: _____

Name: _____

Daytime Phone Number: _____ IU Email address: _____

Return this form along with your statement (and supporting materials) to:

College of Arts and Sciences
Undergraduate Academic Affairs Office
Owen Hall 102/104; 790 E. Kirkwood Avenue; Bloomington, IN 47405 USA
Or via email to: coasaado@indiana.edu