

College of Arts + Sciences
ACADEMIC MISCONDUCT APPEAL PETITION

For College of Arts + 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 5:00 p.m. (Bloomington, IN time) within 14 calendar days after date of receipt of written report from the Office of Student Conduct.** Your appeal will not be considered without this form.

Step 1: Review the standards for academic integrity in the [Code of Student Rights, Responsibilities, and Conduct \(Code\)](#); available online at <http://www.iu.edu/~code/> ([Part II, G: Responsibilities](#)). Be sure to 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. **Be sure to refer to the applicable sections of the Code in your statement. Please note that whether or not you intended to violate the Code does not matter; the Code does not take intent into account.**

- 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, a student advocate, other university officials, etc.
- In the course of the appeal process, our office will contact the instructor to gather more information. Please understand that the information in your statement may be shared with the instructor as part of this process.

Step 3: Submit this form by the deadline along with your statement and any supporting materials to the College of Arts + Sciences Office of Undergraduate Academic Affairs at: Owen Hall 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 form and 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 + Sciences
Office of Undergraduate Academic Affairs
Owen Hall 104; 790 E. Kirkwood Avenue; Bloomington, IN 47405 USA
Or via email to: coasaado@indiana.edu