Bachelor of Health Sciences (Honours) Program APPEAL OF AN INSTRUCTOR'S DECISION FROM ACADEMIC INTEGRITY

(Appeal to the Associate Director (Studies))

Bachelor of Health Sciences (Honours) Program Office bhsc@queensu.ca 613-533-2566 Botterell Hall, Room 563 18 Stuart Street Kingston, ON K7L 3N6

Name:	Level of Study:	
Student #:	Learning Track: (if applicable)	
Email:		

A one-time administrative fee of \$50.00 applies to all appeals. Please contact the Bachelor of Health Sciences (Honours) Program Office by email or phone for instruction on administrative fee payments.

I want to appeal the decision of my instructor concerning a departure from academic integrity.

I will be appealing the:

Finding only

Sanction only

Finding and Sanction

Appeal to the Associate Director (Studies)

You may appeal the finding of departure from academic integrity and/or the sanction imposed as a result of an instructor's finding to the Associate Director (Studies). You have 21 calendar days after receiving the Notification of the Finding of a Departure from Academic Integrity to submit a written appeal and copies of the relevant documents. Normally, the Associate Director (Studies) will meet with you in person or via video/teleconference (and your representative, if applicable), the instructor (and his or her representative), and witnesses where appropriate to conduct a thorough investigation of the evidence. See <u>Academic Regulation 1</u>, and <u>Appeal Regulations Section 2</u> (Appeals Related to Academic Integrity) of the *Bachelor of Health Sciences (Honours)* Program Calendar.

You are strongly encouraged to contact the Office of the Ombudsperson for advice on matters of procedure and on obtaining a representative. (phone: 1-613-533-6495; e-mail : <u>ombuds@queensu.ca</u>).

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Signature:	Date:	
FOR OFFICE USE ONLY Date Submitted:		
Date Documents Supplied: Pavment Received:		

The personal information collected on this form is collected under the legal authority of the Royal Charter of 1841, as amended. The information collected will be used to make a decision regarding your appeal and to provide a response. This information will be retained for a minimum of five years in accordance with the Queen's Records Management Policy, 2003. If you have any questions or concerns about the information collected or how it will be used, please contact the *Bachelor of Health Sciences (Honours)* Program Office at <u>bhsc@queensu.ca</u>.