

**Roger Williams University**  
**Academic Integrity Committee Student Appeal Form**

(revised 01/16/2025)

*Students may appeal any penalty for a breach of academic integrity to the Academic Integrity Committee by completing this form and emailing it to the Dean within 7 days of notification from the Dean's office of sanction and to the Office of the Provost within 14 days of notification from the Academic Integrity Committee of their decision.*

**Student/Course Information**

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_ Email: \_\_\_\_\_

Course & Section: \_\_\_\_\_ Term: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Date of Final Action: \_\_\_\_\_

**Details of Possible Breach**

Student Explanation: (attach additional pages and supporting documentation, if necessary)

**Dean's Office Action**

Date Received by Dean's Office: \_\_\_\_\_

Was this student appeal filed within 7 days?

- Yes
- No

Date forwarded to the Academic Integrity Committee ([ahagley@rwu.edu](mailto:ahagley@rwu.edu)), with copy to Office of the Provost ([provost@rwu.edu](mailto:provost@rwu.edu)): \_\_\_\_\_

## ***Procedure for Alleged Breaches of Academic Integrity***

1. A faculty member who suspects a breach of academic integrity shall investigate, including opportunity for the student to answer the allegation. Upon finding evidence of a breach of academic integrity, a faculty member completes and emails the Report of a Possible Breach of Academic Integrity form, along with documentary evidence, to the Dean's office in which the course is housed.

### Faculty Decisions:

- Referral to Academic Integrity Support
  - Issuance of formal warning
  - Failure of the assignment on which breach occurred
  - Failure of the course in which breach occurred
2. The Dean's office will review the Report of a Possible Breach of Academic Integrity form, verify any prior academic integrity offences with the Office of the Provost, and discuss the recommendation of the faculty member with the student.
  3. The Dean's Office will notify the student of their right of appeal and provide information about the forms to be completed to initiate an appeal, and obtain and the student's signature on the Possible Breach of Academic Integrity form.
  4. The Deans' offices will forward all actions taken regarding academic integrity violations, along with all corresponding documentary evidence, to the Office of the Academic Provost, the Chair of the Academic Integrity Committee, and the Dean of the student's major if different from the Dean of the course. The Chair of the Academic Integrity Committee will communicate the outcome of the case to the faculty member, the Dean(s), and the Office of the Provost.
  5. Students may appeal any penalty for a breach of academic integrity to the Academic Integrity Committee by submitting the Academic Integrity Committee Student Appeal Form to the Dean's office within 7 days of notification from the Dean's. The Dean will forward the Academic Integrity Committee Student Appeal Form to the Academic Integrity Committee by email to [ahagley@rwu.edu](mailto:ahagley@rwu.edu).
  6. The Academic Integrity Committee shall hear student appeals. The decision of the Academic Integrity Committee will be communicated to the student, the Dean, the faculty member, and to the Office of the Provost in writing via RWU e-mail within 7 days. Please note that appeals received between semesters may take slightly longer to hear, but the Committee shall endeavor to meet as soon as possible.
  7. Students may appeal a decision of the Academic Integrity Committee to the Office of the Provost by email to [provost@rwu.edu](mailto:provost@rwu.edu) within 14 days of the Academic Integrity Committee's decision. The Provost's decision is final.
  8. Upon finding recurring or particularly egregious instances of breaches of academic integrity by a student, the Office of the Provost reserves the right to levy:
    - **Academic probation for one semester**
    - **Suspension for one semester**
    - **Separation (dismissal) from Roger Williams University**