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|  | Academic Integrity**Violation Appeal** |
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| **Instructions**  |  |
| 1. In order to save the information you type into this document, you must download this MS Word fillable form and utilize file “save as”, with your full name serving as the file name.
2. Provide all the information requested below.
3. Submit the completed document to the Academic Integrity Officer (AIO) no later than the time and date indicated on your notice of sanction e-mail.
4. After submitting a timely appeal, you will be contacted to schedule a meeting with the Academic Integrity Officer to go over the details of the appeal process.
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| Your full name: Click or tap here to enter your name. | ASU affiliate number: 10-digit |
| Course title: Click or tap here to type, ex. First-Year Composition.  | Course: Ex. ENG 101 | Class#: 5-digit |
| Course type: Click or tap here to select. | Term: Click or tap to select. | Year: 4-digit | Session: Select |
| Instructor’s name: Click or tap here to enter instructor’s name. |
|  |  | **College or school that issued the violation?** |  |  |
|  |  | Click or tap here to choose the college or school that issued the violation. |  |  |
|  |  | **Are you appealing the violation and sanction or only the sanction?** |  |  |
|  |  |  |  Click or tap here to select from the two options. |  |  |  |
| **Your account of the events** |
| Provide a description of the alleged academic dishonesty, including a factual narrative of events, the dates and times of occurrences, and any other reason why the sanction should not be imposed. |
| Click or tap here to enter text. |
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| **The outcome you are seeking** |
| Provide a description of the outcome you are seeking. |
| Click or tap here to enter text. |
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| **Your guest at the hearing** |
| Please list the names of any advisor (A), translator (T) or witnesses (W) you plan to have present at the hearing. You must include the name and contact information for each person listed below. Only a witness may address the hearing board, please include a brief summary on what the witness will address at the hearing. **Note:** The advisor does not normally address the hearing board but may advise you during the hearing. |
| **Name of guest** | **Role**  | **Contact email** | **What will the witness address?** |
| Click or tap here to enter text. | Select | Click or tap here to enter text. | Click or tap here to enter text. |
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| **Documents and exhibits** |
| 1. Documents you intend to use as evidence to support your statement labeled as Exhibit 1, Exhibit 2, etc.
2. You will be able to add additional documents after your meeting with the Academic Integrity Officer.
3. When drafting your account of the events, utilize the exhibit numbers in the narrative so the committee will know what part of your statement each exhibit supports.
4. Attach each of your exhibits to your statement of appeal (this document) when hand delivering or as an attachment in the email, if submitting via email. You may list your attachments below.
 |
| **Exhibit number** | **Type of exhibit and short description** |
| Exhibit 1 | Click or tap here to enter text. |
| Exhibit 2 | Click or tap here to enter text. |
| Exhibit 3 | Click or tap here to enter text. |
| Exhibit 4 | Click or tap here to enter text. |
| Exhibit 5 | Click or tap here to enter text |
| Exhibit 6 | Click or tap here to enter text. |
| Exhibit 7 | Click or tap here to enter text. |
| Exhibit 8 | Click or tap here to enter text. |
| Exhibit 9 | Click or tap here to enter text. |
| Exhibit 10 | Click or tap here to enter text. |
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| **Submitting your appeal** |
| 1. Submit this entire appeal form, along with any supporting documents to the Academic Integrity Officer that notified you of the violation and sanction.
2. Appeals must be received no later than 5:00 PM on the deadline date indicated in your sanction notification email.
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| For additional details on ASU's academic integrity appeal hearing procedures, please visit: [provost.asu.edu/academic-integrity/policy](https://provost.asu.edu/academic-integrity/policy) |