

College of Arts and Sciences (CAS) Academic Integrity Student Appeal Request Form



Please submit all requested documentation to CASAIGC@usf.edu
****This is a fillable PDF. Please complete and submit the form electronically****

Check this box if you are planning to graduate in the current semester

Course Information:

Semester: Fall Spring Summer A Summer B Summer C

Year: 20

Course Prefix & Number:

Course CRN & Section:

Instructor's Name:

Student Information:

Name (Last, First):

USF ID Number:

USF Email:

Phone Number:

Appeals to the Academic Integrity Policy ([USF Regulation 3.027](#)) can only be considered for the following reasons. Please select the grounds for which your appeal is based:

I have accepted responsibility for the academic integrity violation, but am appealing the severity of the sanction imposed.

- Please provide a concise statement of your position for lowering the severity of conduct level (pp. 9-12) by addressing either (a) your intent; or (b) the contribution the coursework, exam, or assignment made to your grade. Please note, simple disagreements with the faculty member's determination, however well-reasoned, are not grounds for a reduction in sanction.

The academic integrity violation or sanction had no factual basis or could not be reasonably inferred by the facts as presented.

- You must provide a plausible alternative explanation regarding the conduct observed by the instructor. Please note, when the academic dishonesty was recorded via Honorlock, argumentation that there's no proof you were using prohibited materials, e.g. books, notes, e-flashcards, or calculators during an examination, is not sufficient.



The academic integrity violation or sanction violated a University Regulation or Policy.

- Please list the specific USF Regulation or Policy that has been violated and provide a concise statement regarding what violation has occurred.

The determination of academic integrity violation or sanction were applied to me differently than to other students.

- Please provide a concise statement of your position for how the determination of academic integrity violation or sanction were applied differentially to you. Please note, you must provide proper documentation to assert this claim.

Other important information:

Please be sure to include the following documentation with your appeal request:

- A copy of any email communication you have had with the instructor regarding the Academic Integrity violation and/or academic sanction;
- A copy of the Final Notice of Academic Sanction;
- Any other relevant supporting documentation associated with the academic integrity violation that will help support your argument.



Please review and confirm the following statements below:

I have been in contact with the instructor and have been advised of the grade determination and recommended sanctions, either in person or via email. (NOTE: You are free to share a copy of this document with the course instructor)

I have met with the instructor (in-person or via email) and, within 15 business days, received a Final Notice of Academic Sanction via email. (NOTE: Please attach a copy of the Final Notification to your referral)

I have been provided with a link to the Academic Integrity Policy and informed of my right to submit an appeal to the Associate Dean for Academics in the College of Arts and Sciences Graduate and Undergraduate Studies Office.

I understand I have 15 business days from the receipt of the Final Notice of Academic Sanction to submit my request for appeal.

Signature:

Date: