# MIAMI UNIVERSITY ACADEMIC DISHONESTY

# APPEAL of the FINDING or SANCTIONS

# SUBMISSION INSTRUCTIONS

**For Undergraduate Students**

## 1. Grounds for Appeal\*

In order to appeal the decision in your case, you must submit a written statement outlining the specific grounds under which review is sought and upon which an exception to the original finding or sanction recommendation is desired. Requests for appeal will be reviewed based only on one or more of the following grounds:

1. Inappropriate Sanction
   1. Inappropriate sanction is defined as a sanction that does not fit the nature of the offense.
   2. The resultant consequences of a sanction will not be accepted as the rationale for a request for review of the sanction.
   3. Please note that all students who are found responsible for academic dishonesty must receive a grade-related sanction, as stated in the Academic Integrity policy.
2. Procedural defects in the adjudication of the case
   1. Procedural defect means that the University’s stated procedures were not followed in the adjudication of the case and that the lack of following the procedures was “sufficiently substantial to have affected the outcome of the hearing.”
3. New evidence (not available at the time of the hearing)
   1. New evidence is defined as evidence that is “sufficiently substantial to have affected the outcome of the hearing” and was not available or known at the time of the original hearing.
   2. An appeal on new evidence is not a rehearing of the case or additional review of the evidence presented at the hearing.
   3. An additional explanation of previously heard information or the introduction of a new argument is not considered new evidence. If it is conceivable that the information could have been presented at the time of the hearing, it will not be considered new evidence.

\* Please note that simply disagreeing with the finding is not grounds for appeal and will not be accepted as the rationale for an appeal.

## 2. Appeal and Review Process

From the Student Handbook, Part 1, Chapter 5, Academic Integrity Policy

1.5.D Appeals of the Department Chair/Program Director or Designee’s Finding and Recommended Sanctions

A student found responsible for an act of academic dishonesty by a department chair/program director or designee may appeal the decision in writing to the dean or designee of the division in which the alleged violation occurred within five class days following the student’s receipt of the notice of the findings of the hearing from the department chair/program director or designee\*. The appeal document submitted by the student should state the basis for the appeal and include all supporting documents. *(Note: any reference to class days in this policy dos not include final exam week.)*

*\*Students who are studying abroad at the time of the notice may be given extended time to submit an appeal based on ability to communicate via electronic means.*

1. Appeals may be made on three grounds: (1) inappropriate sanction, (2) procedural defects in the adjudication of the case sufficiently substantial to have affected the outcome of the hearing, or (3) new evidence sufficiently substantial to have affected the outcome of the hearing.

2. If the dean or designee concludes there were procedural defects occurred or new evidence is available, either or both of which is sufficiently substantial to have affected the outcome of the case, the dean or designee will order a new hearing. The department chair/program director or designee shall identify a designee to hear the case anew.

3. If the dean or designee concludes the recommended sanction was inappropriate, the dean or designee will impose the appropriate sanction.

## 3. What to Include in Your Appeal/Request for Review Packet (Required Information)

The preferred method for submitting your appeal is email.

Your Appeal/Request for Review Packet must include the following:

1. Contact information (name, Miami email address, Banner ID number)
2. Relevant hearing information (date of hearing, name of faculty member and department chair, course, and recommended sanctions)
3. Grounds upon which the appeal/request for review is based, including:
   1. Clearly state the ground(s), as listed above, on which you are appealing
   2. Detailed and supported information for why you believe that your case meets the specific grounds on which you are appealing (e.g., what specific procedures were not followed in your hearing, why the recommended sanction is not appropriate based on the infraction).
   3. Proof of procedural defect or proof of any new evidence that has been discovered since the date of the hearing, including statements from any new witnesses. Please note that for witness statements or other information to be considered new evidence, the knowledge or potential knowledge of the witnesses or information could not have been known prior to or at the time of the original hearing (e.g., asking a classmate who was sitting near you during the exam to write a statement on your behalf will not be considered as new evidence because it is presumable that you could have asked that person to be a witness or to write a statement for you at the time of your hearing, presenting a new argument for why you are not responsible will not be considered as new evidence because your were supplied with the evidence prior to the hearing and would have been able to present any arguments you chose to at the time of your hearing.)

Please submit all your materials at one time by the deadline specified in your notice of finding letter to the Dean or designee of the division in which your case occurred.

The Dean or designee is copied on the email correspondence that you received from the person who conducted your hearing. If you are unsure who to submit your appeal to, you may send it to Brenda Quaye, Coordinator for Academic Integrity at [academicintegrity@miamioh.edu](mailto:academicintegrity@miamioh.edu).

In the appeal process, the Dean or designee will review the appeal packet and other materials relevant to the case. The Dean or designee does not conduct an in-person meeting regarding the appeal.

If you have questions about the appeal process for cases of academic dishonesty, please contact the Coordinator for Academic Integrity at [academicintegrity@miamioh.edu](mailto:academicintegrity@miamioh.edu) or 513-529-2284.