

## AI Policy Violation: Student Appeal to the Department Head

To appeal the instructor's decision, submit this form to the Instructor's Department Head (or Dean, if the Department Head is the instructor) within **5 academic days** of receiving the Student Notification of Academic Integrity Violation report from the instructor, and make an appointment to meet with the Department Head.

To: \_\_\_\_\_  
Name of Department Head

Name of student:

Student M-number:

Date of alleged violation:

Instructor of record:

Course prefix/number:

Section number:

Semester/Year:

Please provide complete contact information

Email:

**and** mark your preferred method of communication:

Phone:

Current postal address:

Date of Violation Report from Instructor:

I elect to appeal the decision of the instructor relating to the alleged violation of the Missouri State University Academic Integrity Policy.

**Submit a statement indicating the grounds for appeal:** (Attach additional documents as needed.)

Witness(es) or other supporting person(s) **with direct knowledge** of the alleged violation, if applicable. Include contact information and type of direct knowledge:

**The complete Academic Integrity Policy can be found here:** <http://www.missouristate.edu/academicintegrity/>.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Academic Integrity Council Chair: Dr. Tom Tomasi  
Office of the Provost, AIC contact: Peggy Jones ([AcademicIntegrityCouncil@missouristate.edu](mailto:AcademicIntegrityCouncil@missouristate.edu))