



LAKE SUPERIOR STATE UNIVERSITY

Academic Integrity Appeal Record of Action

Student: _____

Course(s): _____

Faculty/Staff: _____

This form is to accompany all documentation of communication regarding the Academic Integrity appeal issue.

The Office of the Provost will keep a record of all Academic Integrity reports for 5 years after graduation or leaving the University. On behalf of the faculty member, Academic Deans may access these records for assessment of patterns in past academic integrity incidents. Any of the parties involved may request a meeting to clarify any submitted documents.

	Action	Documentation	Signatures
1.	Initial Discussion Meeting Between Faculty/Staff and Student	Discussion date:	Attach Academic Integrity Incident Report
2.	Date of Notification and/or Discussion about Appeal process with Academic Advisor by Student (or an alternate Faculty member or School Chair if Course Faculty and Academic Advisor are the Same Person) - OPTIONAL	Date:	Advisor or Other:
3.	Student Written Appeal to Faculty If issue not resolved, student written appeal to faculty within 5 UWD (University Working Days) If incident brought forward by multiple individuals, skip to Step 5	Date of receipt:	Faculty:
4.	Faculty Written Response to student within 3 UWD	Date of receipt:	Student:
5.	Student Written Request to Dean – within 3 UWD of receipt of Faculty response	Date of receipt: <input type="checkbox"/> Appeal packet to Dean with all attachments	Dean:
6.	Dean’s Written Response – must occur within 5 UWD of receipt of appeal	Date of response: <input type="checkbox"/> Attach Dean’s response, return to student <input type="checkbox"/> Copies of response to Faculty and Academic Advisor	Student:
7.	Student Written Request for Provost Review– request must be presented to Provost’s Office within 3 UWD of receipt of the Dean’s response	Date of receipt: <input type="checkbox"/> Appeal packet to Provost’s Office (provost@lssu.edu) with all attachments	Provost’s Office:

8.	<p>Provost Determination - The Provost will make the final determination of the outcome of the appeal</p> <ul style="list-style-type: none"> • The Provost will prepare final written determination within 20 UWD of the receipt of the student request. • PROVOST OPTION: The Provost may also exercise the option of appointing an ad hoc Appeal Board for advisement on this determination. The Appeal Board may be comprised of: <ul style="list-style-type: none"> ○ Academic Dean(s) ○ Student(s) ○ Faculty member(s) 	<p>Date of response:</p> <p>Copies to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Advisor <input type="checkbox"/> Dean 	
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