

INFORMATION SHEET FOR STUDENTS APPEALING ACADEMIC INTEGRITY CASES

Introduction

The general policies and procedures governing academic integrity concerns at the University of Illinois, Urbana-Champaign are found in the [Student Code, Article 1, Part 4](#). This guide is provided solely as a courtesy and summary aid.

Department or College Appeal?

The unit responsible for an appeal of a finding of guilt in an academic integrity infraction depends on the severity of the penalty assigned by the instructor.

- **The Department** shall hear appeals when the academic integrity penalty is **less than a failing grade** for the course.
- **The College** shall hear appeals when the academic integrity **penalty is a failing grade** for the course.

Initiating the Appeal Process

During the appeal process the burden of proof that the finding of the faculty member is erroneous is on the student. Students should indicate **in writing** to the executive officer of the Department their desire to appeal the finding and/or penalty assigned by the instructor **within fifteen days** of receiving notice of the instructor's decision. If the penalty assessed by the instructor is a failing grade for the course, the executive officer refers the case to the Office of the Dean.

The executive officer of the Department or the Dean of the College will refer the case to the committee responsible for hearing appeals on academic integrity issues within the unit. The membership of the committee shall be as provided for in the [Student Code, section 1-405\(b\)](#). The chair of the hearing committee is responsible for gathering all documentary materials, circulating these materials to principals, and scheduling the hearing date. The committee is expected to schedule the hearing in a timely fashion, with due regard for the scheduling needs of the committee members. The committee is also expected to make reasonable efforts to accommodate the student's needs with regard to scheduling of the hearing. Nevertheless, the proceedings may be conducted without the student present provided the required notice has been provided. The student will be informed of the hearing date at least five working days in advance.

The Hearing

The *Student Code* envisions the hearing as a dialogue with the committee. It is not a trial with opposing sides represented by advocates before a judge or jury. Formal rules of evidence do not apply.

Both the student and the instructor will have an opportunity to question or refute any evidence presented in writing and/or orally at the hearing. The confidentiality of all evidence shall be preserved.

The student and the instructor may each be accompanied by a person to assist them in presenting evidence. Any person brought to the hearing in this capacity may not personally address the committee or witnesses in statements or summaries, nor be involved in the direct questioning of the student, the instructor and/or the TA. The student or instructor is at liberty to consult with their guest privately throughout. Put another way, both the student and the instructor/TA must speak on their own behalf, but each is at liberty to have indirect assistance in their presentation.

Prospective witnesses may be excluded from the hearing during the testimony of other witnesses. Should additional oral testimony be useful, the chair may invite appropriate witnesses. The hearing session is not open to the public. Any person who disrupts a hearing or who fails to adhere to the rulings of the presiding officer may be excluded from the proceeding.

Committee Recommendations

The committee's deliberations are confidential and all parties shall be excluded during deliberations. The [*Student Code*](#) identifies three possible outcomes as a result of committee deliberations.

- The hearing committee may concur with the instructor's finding and imposed penalty.
- The committee may recommend a different interpretation of the facts and/or a different penalty.
- The committee may recommend that the student is not guilty but only if the student proves to the committee that the finding of the faculty member is erroneous.
- The committee may not levy a harsher penalty than the one originally imposed or recommended by the instructor.

The final recommendation of the hearing committee will be made to the UEO or to the Dean and must include a summary of the testimony sufficient detail to permit review. The UEO will communicate the decision of the hearing committee to the student, the student's college and to the Senate Committee on Student Discipline in a timely manner.