

## **Academic Integrity Committee**

### **Academic Integrity Notation Removal Appeal Instructions**

With the exception of cases of expulsion from a Faculty/School, expulsion from the University, and/or revocation of a credential/degree, a student may appeal, in their last term prior to graduation or at any time thereafter, to have entries related to their departures from academic integrity deleted from the BU Academic Integrity Repository and/or to have Tier 2 and Tier 3 sanctions removed from their transcript.

When considering submitting an appeal, students are advised to consult with a member of the Brandon University Student Union (BUSU) ([vpi@busu.ca](mailto:vpi@busu.ca)) or the Director of Recruitment and Retention ([letain@brandonu.ca](mailto:letain@brandonu.ca)), either of whom can provide information, assistance, and support through the process.

#### **Appeal Requirements**

1. Completed *Academic Integrity Notation Removal Appeal Form* (next page)
2. Appeal Letter
  - a. Your appeal letter should include all of the following:
    - i. A clear statement of the reasons for which you are submitting the appeal;
    - ii. A clear explanation of activities you undertook subsequent to being found responsible for having departed from academic integrity to help you avoid such a situation in future;
    - iii. An outline of ways in which you have upheld the fundamental values of academic integrity subsequent to being found responsible for having departed from academic integrity.
3. Supporting Documentation
  - a. You should submit any and all additional documentation that may be relevant to your appeal and that corroborates the content of your appeal letter.

#### **Appeal Submission**

You may submit the *Academic Integrity Notation Removal Appeal Form*, appeal letter, and supporting documentation to the Senate Office (Room 119, A.E. McKenzie Building) or by e-mail to [senate@brandonu.ca](mailto:senate@brandonu.ca) in your last term prior to graduation or anytime thereafter.

After the Academic Integrity Committee has met to review the appeal, you will receive official notification of the Committee's decision as soon as possible via **your Brandon University e-mail account (current students)** or via **your personal email account (alumni)**.

## Academic Integrity Committee Academic Integrity Notation Removal Appeal Form

### PERSONAL INFORMATION

Student Number: \_\_\_\_\_ Degree: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

### CURRENT ADDRESS

Street Address: \_\_\_\_\_ Apt. Number: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
BU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Personal Email: \_\_\_\_\_

### APPEAL INFORMATION

I am submitting an Academic Integrity Notation Removal appeal to request the following (check all that apply):

- Deletion of entries related to my departure(s) from academic integrity from the BU Academic Integrity Repository.
- Removal of notations related to Tier 2 and Tier 3 academic integrity sanctions from my Brandon University transcript.

### ACCOMMODATIONS

If, due to disability, you need accommodation in order to submit your appeal, please make a request to the Senate Office ([senate@brandonu.ca](mailto:senate@brandonu.ca) or 204-727-9751), identifying the specific accommodation required. All accommodation requests are treated as confidential.

### CONFIDENTIALITY

In signing below, I understand and agree to all of the following:

- The Senate Office and the Academic Integrity Committee will treat all materials and information submitted in relation to my appeal and all discussions of my appeal as confidential.
- To make a decision, the Academic Integrity Committee may need to clarify and/or verify information contained in my appeal. In such cases, if the Academic Integrity Committee must share any details that might reveal my identity, I understand that the Committee will ask for my permission before contacting anyone outside the Committee.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature

*This document is available in alternate formats upon request. Contact the Senate Office at [senate@brandonu.ca](mailto:senate@brandonu.ca) or 204-727-9751.*