

INSTRUCTOR CHECKLIST: SUSPECTED DEPARTURE FROM ACADEMIC INTEGRITY

If you suspect a student of having departed from academic integrity, review the Brandon University Academic Integrity Policy carefully, noting timelines. You may find this checklist helpful in completing all required steps.

Student ID: _____ Student Name: _____
Course #: _____ Year & Term: _____

PRELIMINARY STEPS

1. Email registrar@brandonu.ca to request hold on student's course withdrawal eligibility.

2. Review available information and identify grounds to accuse student of departure.

3. **If no grounds were found**, email registrar@brandonu.ca to reinstate student's course withdrawal eligibility; no further action required.

STUDENT NOTIFICATION & MEETING

4. **If grounds were found**, send message to student's BU email account, including:
 - Identification of course ID, assignment and/or academic activity concerned;
 - Statement describing the nature of the suspected departure;
 - Description and/or copy of the evidence supporting the allegation;
 - Invitation for the student to meet with you;
 - Link to the [Academic Integrity Policy](#);
 - Invitation to have a BUSU representative/other support person attend the meeting;
 - Notice that you may have the department Chair attend the meeting.

5. **If student did not reply within 2 business days**, contact student by alternate method. If student did not reply within 10 business days of alternate contact, proceed to Step 9.

6. Finalize meeting details and meet with student.

DETERMINATION OF RESPONSIBILITY & REPORT

7. Based on meeting with student, determine student's responsibility for departure.

8. **If student deemed not responsible for departure**, send confirmation to student via BU email with copy to registrar@brandonu.ca.

9. **If student deemed responsible for departure** (or if student did not respond to meeting invitation), send report documenting departure to Dean with copy to student.

You will receive notice of the Dean's decision, normally within 5 business days of your submission.