

Academic Integrity Committee Appeal Instructions

A student may submit an appeal to the Academic Integrity Committee when one of the following conditions applies:

1. The student disagrees with the Dean's conclusion that they are responsible for a departure from academic integrity; or
2. The student agrees that they are responsible for a departure from academic integrity but disagrees with the remedy(ies)/sanction(s) applied.

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

Appeal Requirements

1. Completed *Academic Integrity Student Appeal Form* (next page)
2. Appeal Letter
 - a. Your appeal letter should include all of the following:
 - i. A clear statement of the grounds for your appeal;
 - ii. A clear explanation of all the circumstances pertaining to the situation.
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 must submit the *Academic Integrity Student 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), normally within 10 business days of receiving written notification of the remedy/sanction applied for a departure from academic integrity.

Complete details on the appeal process, including timelines and visual flowcharts, are found in the Academic Integrity Policy section of the [Senate Office Policies web page](#). Correspondence throughout the process will be sent to your BU email account, and you will be expected to respond within strict timeframes, so be sure to check your account regularly.

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**.

Academic Integrity Committee Student 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: _____

APPEAL INFORMATION

I am submitting an Academic Integrity appeal on the following grounds:

- I disagree with the Dean's conclusion that I am responsible for a departure from academic integrity.
- I agree that I am responsible for a departure from academic integrity but disagree with the remedy(ies)/sanction(s) applied.

Course Number: _____ Year & Term: _____

Assignment/Academic Activity: _____

Remedy/Sanction Applied: _____

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 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 will share my appeal submission with the Dean (and President, in the case of appeals related to Tier 3 sanctions), in accordance with the Academic Integrity Policy, and that the Dean (and President, if applicable) will have the chance to provide a written response to my submission.
- I will receive a copy of the Dean's (and President's, if applicable) response to my submission, and I will have the opportunity to provide a written response to that document.
- 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.

Date Submitted

Signature

This document is available in alternate formats upon request. Contact the Senate Office at senate@brandonu.ca or 204-727-9751.