

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) or the Director of Recruitment and Retention (dos@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 brief description of the departure(s) for which you were found responsible, including timeline, identification of course(s) involved (if applicable), type(s) of departure for which you were found responsible, and other relevant contextual information;
 - ii. A clear statement of the reasons for which you are submitting the appeal (i.e., why is it important to you that the notations be removed?);
 - iii. 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;
 - iv. 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. This may include (but is not limited to):
 - i. Letters from instructors, your Faculty/School Dean, and/or other faculty/staff members at the University who can attest to your adherence to the principles of academic integrity subsequent to your departure(s);
 - ii. Letters of reference or certificates, etc. demonstrating your completion of formal academic integrity-related activities.

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 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 or 204-727-9751), identifying the specific accommodation required. All accommodation requests are treated as confidential.

CONFIDENTIALITY & AUTHORIZATION

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.
- The Senate Office will provide the decision letter(s) issued by the Dean(s) regarding your departure(s) from academic integrity to the Academic Integrity Committee with your appeal. Students submitting appeals after graduation or absence from the University whose original letters may not be available due to University record retention policies should contact the Senate Office prior to submitting their appeal.
- 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 or 204-727-9751.

Senate Office
270 18th Street, Brandon MB, Canada R7A 6A9

BrandonU.ca
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