

## Academic Integrity Committee Appeal Instructions

A student who has been found responsible for a departure from academic integrity may submit an appeal to the Academic Integrity Committee when one or more of the following conditions apply:

- There was a fundamental procedural error during the investigation and/or resolution of the situation; or
- New information has come to light that was not reasonably available to the instructor and/or Dean during the initial process; or
- The instructor and/or Dean demonstrated bias in the investigation and/or decisioning process; or
- The remedy(ies)/sanction(s) applied was inappropriate relative to the departure from academic integrity.

When considering submitting an appeal, students are advised to consult with a member of the Brandon University Student Union (BUSU) ([services@busu.ca](mailto:services@busu.ca)) or the Director of Recruitment and Retention ([dos@brandonu.ca](mailto:dos@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](mailto: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:

- There was a fundamental procedural error during the investigation and/or resolution of the situation.
- New information has come to light that was not reasonably available to the instructor and/or Dean during the initial process.
- The instructor and/or Dean demonstrated bias in the investigation and/or decisioning process.
- The remedy(ies)/sanction(s) applied was inappropriate relative to the departure from academic integrity.

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](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 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 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](mailto:senate@brandonu.ca) or 204-727-9751.*