

Office of Academic Integrity Programs / Integrity Council
Appeals and Reconsideration

CODE PROVISIONS

Section 7 of the [Academic Integrity Code](#) establishes the provisions for Records. It states:

RECORDS

The Provost shall establish a schedule for the maintenance of misconduct records and procedures for students to request early expungement of records for good cause shown.

Section 8 of the Academic Integrity Code establishes the provisions for Appeals and Reconsideration. It states:

APPEALS AND RECONSIDERATION

“Appeals must be based on procedural irregularities so substantial as to deny the student a fair hearing; or on new and significant evidence that could not have been discovered by a reasonably diligent student. Appeals shall be decided by the Provost. The President and the Board of Regents reserve the right to review, at their discretion, any decision for manifest error or inequity.”

Additional guidance can be found in the section entitled “EARLY REMOVAL OF TRANSCRIPT NOTATIONS AND EXPUNGEMENT OF RECORDS”, available in “[How Penalties are Assigned](#)”. It provides:

“Both early removal of transcript notations and expungement of records are extraordinary steps requiring a showing of good cause, and are not routinely granted. A student requesting either should send a written request to the Director of the Office of Academic Integrity Programs indicating the reasons for the request and a summary of the student’s academic and personal history since the incident. It is advisable, but not required, to attach a statement of support from a professor or other person who knows the student well. Notation removal and expungement requests are not an avenue for re-trying the facts of the case. It is particularly extraordinary to grant an expungement prior to the student’s final year in the degree program. When granted, early removal of a transcript notation does not expunge the entire record of the case. Expungement means that the misconduct case is not reported outside the university and is not considered within the university for any purpose. For example, an expunged offense would not be considered as a prior offense if another integrity violation occurs, and would not be grounds to deny an honor or award for which a prior offense might be a disqualifier. Expungement does not involve the electronic deletion or physical destruction of records, but such records would not be released except as required by law.”

1. Appeal and Reconsideration Panel: This panel shall consist of two students and one staff member. Student members shall be solicited from the Integrity Council unless circumstances reasonably require that they be chosen from elsewhere. The staff member shall be an OU employee from a department other than the Provost's Office. The panel may be assisted by a non-voting staff person from the Office of Academic Integrity Programs (OAIP) who shall exercise responsibility for the panel in administrative matters such as reasonable deadlines, notification of those deadlines and decisions, and maintenance of records.

2. Confidentiality and Disclosure: No aspect of a pending appeal, except for scheduling issues, should be discussed between the panel or its members and any other person. If such communication occurs, it should be promptly disclosed to OAIP.

3. Purpose and Conduct. The focus of the panel shall be to consider appeals of:

- (1) a finding of responsibility for a report of academic misconduct by a hearing panel,
- (2) reconsideration of the sanction offered by OAIP for an acceptance of responsibility,
- (3) early removal of transcript notation or expungement of the case in its entirety.

It is not the role of the Appeal and Reconsideration Panel to decide on issues of fact. It is the responsibility of the [Investigation](#) and [Hearing Process](#) to assess issues of fact and recommend a sanction if the student is found responsible for the alleged misconduct.

4. Method of Appeal: All appeals must be made in writing by the requesting party. Only written appeals will be considered by the panel; in person statements will not be permitted. Prior to consideration of the request, all necessary [forms](#) must be submitted to OAIP no less than 7 days prior to consideration of the appeal.

5. Type of Appeal: As established in section 3 (Purpose and conduct of the panel), appeals may be based on three different general issues. They include:

1. Finding of responsibility by a Hearing Panel
 - a. The Appeal and Reconsideration Panel shall consider appeals after a hearing based upon procedural irregularities so substantial to deny the student a fair hearing; or if new and significant evidence emerges that warrants review.
 - i. Must be sent to OAIP after the announcement of the Hearing Panel's decision within 15 class days, or in the case of new evidence, within 15 class days of discovery.
 - ii. It shall be the Appeal and Reconsideration Panel's responsibility to determine whether the case should be dismissed, despite a finding of responsibility by the Hearing Panel. If the Appeal and Reconsideration Panel determines dismissal is appropriate, they have the authority to recommend dismissal.
2. Reconsideration of sanction

- a. The Appeal and Reconsideration Panel shall consider requests for reconsideration of sanction in a situation where a student does not contest the alleged violation and has accepted responsibility, but requests review of the sanctioned offered by OAIP or after sanctioning from a Hearing Panel.
 - i. If a student requests reconsideration of the sanction prior to their graduation from the University, they may not make an appeal for the same case (for early removal of sanction) prior to their certification as a graduate from the university.
3. Early removal of sanction
 - a. The Appeal and Reconsideration Panel shall consider requests for a removal of transcript notation (for sanctions involving suspension or expulsion – neither seminar offered through OAIP will not be removed from a student’s transcript), reduction of the matter to an admonition, or expungement.
 - b. Either removal of notation or expungement are extraordinary steps that require a showing of good cause. Good cause may include:
 - i. History since the incident
 - ii. Statement of support from a professor
 - iii. Potential impact of sanction on future endeavors
 - c. A student (or former student) may only request removal, reduction, or expungement once in an academic year absent a material change in circumstance that would necessitate additional review. After graduation, a former student may only appeal on two separate occasions within the restrictions mentioned above.

6. Assertions in Appeal: Statements made by students that can be verified as false may be grounds for denial of the appeal, or in egregious cases, result in a separate report of academic misconduct.