

**Academic Integrity Appeal to the Dean**

**Form 4**

This form is to be used when appealing a **Faculty Member/Instructor’s decision** based on the Student Code of Conduct – Academic Integrity. The form should be completed and **submitted to the Dean** of the Program either electronically or in person to their office **within 10 working days** of receiving the decision letter.

Please copy the Office of Student Affairs [studentconduct@lakeheadu.ca](mailto:studentconduct@lakeheadu.ca) on all appeals.

There is **no fee** for this appeal.

If you have questions about the appeal process or about completing this form, please contact the Office of the Ombudsperson, [ombudsperson@lakeheadu.ca](mailto:ombudsperson@lakeheadu.ca)

**Student Name:**

**Student ID Number**:

**Lakehead University Email Address**:

**Program and Year of Program**: (e.g. Psychology Year 2)

**Name of Course**:

**Instructor Name**:

**Kind of Assignment**: (e.g. essay, midterm, final examination, etc.)

**Value of Assignment**: (e.g. 20% of course)

Please submit a detailed written statement including the following elements:

A copy of the *Academic Integrity Decision Letter* received from the Faculty Member/Instructor;

Identify the grounds for the appeal. The only admissible grounds for an appeal are:

Substantial procedural or factual error, including without limitation the denial of natural justice, that reasonably could have materially affected an appealable decision;

Significant new and materially relevant information that was not available through diligence prior to the decision; and, or

An excessive sanction.

A concise argument in support of the grounds being claimed for the appeal (no more than 2 pages);

(Provide your detailed written statement here. It should include the details that are relevant to your claim based on the grounds above.)

Attach any supporting documents that you want to submit as evidence in support of your appeal.

**Please return your completed form and accompanying documentation to:**

**Dean of the Faculty/course in which the breach occurred**

Please copy the Office of Student Affairs [studentconduct@lakeheadu.ca](mailto:studentconduct@lakeheadu.ca) on all appeals.

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Signature Date

**Notice of Collection of Personal Information**

Personal information on this form is collected under the authority of sections 3 and 14 of the Lakehead University Act and will be used for the administration of the Academic Integrity Code and any associated appeals. It will be kept otherwise confidential.  Any questions on this collection should be directed to the Director of Risk Management and Access to Information at Lakehead University.