



## Student Code of Conduct – Academic Integrity

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## SECTION I: INTRODUCTION

### PREAMBLE

- As stated in the Lakehead University Act (1965), the objects and purposes of the University are:
  - The advancement of learning and dissemination of knowledge; and
  - The intellectual, social, moral and physical development of its members and the betterment of society.
- The ability to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.
- Lakehead University is dedicated to learning and the advancement of knowledge. The attainment of this purpose requires the individual integrity of all members of the University community, including all Students—~~graduate, undergraduate and those in non-degree studies as well as those who are applicants to the University~~. Academic Integrity is a core value that supports the University's mission.

### PURPOSE

- This Student Code of Conduct – Academic Integrity (hereinafter referred to as the Academic Integrity Code) provides members of the University community with general guidelines for appropriate academic behaviours and identifies prohibited aAcademic cGconduct. The intention of Lakehead University is to ensure fair treatment, a transparent process and consistent application in the Administration of this Academic Integrity Code.

5. This Academic Integrity Code outlines procedural requirements, including the essential requirements of any investigation into a concern involving Academic Integrity. It also provides guidance regarding jurisdiction, offences, and Sanctions. This Academic Integrity Code supports [Academic Units](#) (i.e. [faculties](#) and [departments/schools](#)) in developing procedures that can be adapted to their specific structures, but which also resemble other units' procedures closely enough to maintain fairness and consistency for Students, [Faculty Members/Instructors](#) and [Administrators](#) across the University.

## SCOPE

6. This Academic Integrity Code applies to:

- a. The academic activities of all registered undergraduate and graduate Students, both on and off-campus, those in [Lakehead-Georgian programs](#), professional programs as well as those registered in non-degree programs;
- b. Applicants to the University as well as those who confirm their intent to enroll in any graduate or undergraduate programs or in non-degree studies;
- c. Those who are between academic terms of study;
- d. Those who are participating in a study-abroad program; and
- e. Those who were enrolled at the date of an alleged incident but may have been withdrawn or graduated from the University.

7. Students who have graduated may be subject to disciplinary review and possible academic penalty under this Academic Integrity Code if it is determined that their actions facilitated breaches of Academic Integrity (acts of [Academic Dishonesty](#)) amongst currently enrolled Students.

## CONFIDENTIALITY

8. Lakehead University is bound by its policies regarding the confidentiality of each Student's Personal Information and complies with the Freedom of Information and Protection of Privacy Act (FIPPA). In the Administration of this Academic Integrity Code, information, documentation or evidence may be accessed by, submitted to and/or reviewed by members of the University community as a function of their position (e.g. Instructor, Department Chair, Director of School, Dean, Judicial Officer as necessary, Registrar, etc.).

9. Personal Information related to disciplinary cases will be shared only with appropriate University authorities as necessary for each case. Every member of the University community shall respect and maintain the University's obligation to protect the right to confidentiality and the privacy of its Students, faculty and staff.
10. For Students in double-degree programs and/or enrolled in partnership programs, information regarding a breach of Academic Integrity will be shared with the other Faculty, School, or partnership institution.

## ACADEMIC INTEGRITY AND ACADEMIC DISHONESTY

11. Academic Integrity is a Student's commitment to the fundamental values of honesty, trust, fairness, respect and responsibility, all of which are central to the respect for academic principles and behaviours that support the University's mission.
12. Academic Dishonesty is defined as seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another Student to do so. Academic Dishonesty is a breach of Academic Integrity and a violation of this Academic Integrity Code.
13. The University protects the integrity of its degrees, diplomas and certificates by ensuring that each Student actually completes the work, thus demonstrating the knowledge represented by that specific credential. Academic Integrity is essential to Student learning and to the credibility of each degree, diploma or certificate and Lakehead University therefore takes Academic Integrity very seriously.

## SECTION II: RESPONSIBILITIES AND EXPECTATIONS

### ACADEMIC INTEGRITY EDUCATION

14. Educating Students in Academic Integrity and providing helpful and constructive advice on Academic Integrity to other members of the University community is an important and ongoing goal. The following areas, amongst others, will be involved with the development of and the dissemination of ongoing Academic Integrity programming to Students, faculty, and staff as appropriate:

[a. Office of Student Affairs \(Student Conduct\);](#)

[a.b. Student Success Centre; and](#)

[b.c.](#) Teaching Commons

## MEMBERS OF THE UNIVERSITY COMMUNITY

15. Members of the University community have the responsibility to:

- a. Maintain an atmosphere of Academic Integrity in all phases of academic life, including research, teaching, learning and Administration;
- b. Detect and report incidents involving alleged breaches of Academic Integrity, and
- c. Provide assistance and cooperation in the investigation of incidents involving alleged breaches of Academic Integrity.

## REGISTRAR

16. The Registrar is responsible to initiate and implement the development of policies and procedures to:

- a. Detect misrepresentation of credentials during the undergraduate admissions process; and
- b. Maintain Academic Integrity during the writing of centrally-administered examinations.

## STUDENT ACCESSIBILITY SERVICES

17. Student Accessibility Services and its invigilators will ensure that the environment within accommodated tests and exams is conducive to uphold Academic Integrity and to prevent Academic Dishonesty.

## FACULTY OF GRADUATE STUDIES

18. The Faculty of Graduate Studies is responsible to initiate and implement the development of policies and procedures to detect misrepresentation of credentials during the admissions process for graduate studies.

## FACULTY AND INSTRUCTORS

19. Faculty and Instructors have the right to use educational strategies that encourage Students to act with integrity in academic matters. These may include:

- a. Clearly articulating expectations about appropriate academic behaviour at the beginning of each course;

- b. Developing course syllabi that clearly set out expectations for referencing sources of information in individual work, for group work, and so on;
- c. Providing a **Syllabus Statement** outlining the need to uphold Academic Integrity, an example of which is provided below:

*“A breach of Academic Integrity is a serious offence. The principle of Academic Integrity, particularly of doing one’s own work, documenting properly (including use of quotation marks, appropriate paraphrasing and referencing/citation), collaborating appropriately, and avoiding misrepresentation, is a core principle in university study. Students should view the Student Code of Conduct – Academic Integrity – for a full description of academic offences, procedures when Academic Integrity breaches are suspected and sanctions for breaches of Academic Integrity.”*

- d. Using mechanisms during testing that reduce or eliminate the opportunities for copying, e.g. test facilities, randomized seating, additional invigilators, etc.;
- e. Regularly producing new tests/examinations, especially for deferred exams or for Students who require alternate exam times; and
- f. Producing new assignments (e.g. laboratories, essays, report topics) on a regular basis;

## STUDENTS

20. Students are required to act ethically and with integrity in academic matters and demonstrate behaviours that support the university’s academic values.
21. Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:
- a. Completing one’s own original work;
  - b. Knowing and following the appropriate citation and punctuation methods for referencing sources of information when quoting, summarizing, and paraphrasing;
  - c. Asking for clarification of expectations as necessary;
  - d. Collaborating appropriately on assigned group and teamwork;
  - e. Acknowledging the contribution of others (giving credit);

- f. Preventing their work from being used by others (e.g. protecting access to digital files);
- g. Adhering to the principles of Academic Integrity when conducting and reporting research, and;
- h. Following published examination regulations and protocols (e.g. complying with instructions from invigilators).

22. Students are responsible for their behaviour and may face penalties under this Academic Integrity Code, if they are found to be in violation of breaching Academic Integrity.

## GRADUATE STUDENTS

23. All Students are expected to be fully familiar with this Academic Integrity Code and demonstrate Academic Integrity in all their studies and competency in the acknowledgement of other peoples' work, whether that work is in print or another form of media.
24. Graduate Students are responsible for familiarizing themselves with the definitions of Academic Integrity, research integrity, fair dealing, and research misconduct in the various University policies and procedures.
25. As a result, Graduate Students may face more severe penalties under the Academic Integrity Code if they are found to be in violation of breaching Academic Integrity.

## SECTION III: VIOLATIONS OF THIS ACADEMIC INTEGRITY CODE

### IDENTIFYING OFFENCES (BREACHES OF ACADEMIC INTEGRITY)

26. The following list defines the domain of relevant acts that are offences under this Academic Integrity Code. The list is not meant to be exhaustive.
- a. **Plagiarism** – Presenting another's ideas or phrasings as one's own without proper acknowledgement. Examples include: copying and pasting from the internet, a printed source or other resource without proper acknowledgement; copying from another Student, whether past or present; using direct quotations or large sections of paraphrased material in an assignment without proper acknowledgement; submitting the same piece of work in more than one course without the permission of the instructor(s);
  - b. **Possession or use of unauthorized materials** – Examples include: possessing or using unauthorized study materials or aids during a test or exam; copying from another's test or exam paper; using an unauthorized electronic device or other aids during a test or exam;

possessing or using any unauthorized items that are banned from the exam room or are not expressly stated as permitted on the exam paper; removal of resources from the library, or deliberate concealment of library resources; mutilating or altering an examination booklet or examination paper, or removing an examination booklet or examination paper or booklet from the examination room;

- c. **Facilitation** - Enabling another Student's breach of Academic Integrity. Examples include: allowing one's work to be copied by someone else; buying or selling of term papers, assignments, and/or submitting them as one's own; buying or selling of tests or exams;
- d. **Forgery** – Submitting counterfeit documents or statements. Examples include: creating a transcript or other official document (e.g. language proficiency test results); creating or falsifying a medical note in order to gain an academic advantage (e.g. forging a doctor's note in order to miss or rewrite an examination or test; or to get an extension on an assignment); misrepresenting academic credentials from other institutions or submitting false information for the purpose of gaining admission or credits;
- e. **Falsification** – Misrepresenting one's self, one's work or one's relation to the University. Examples include: altering transcripts or other official documents; altering academic work or a grade on academic work after it has been marked and using the altered materials to have the recorded grade changed; any form of impersonation or accessing an impersonator for the purpose of an examination or test, either in person or electronically; submitting a take-home examination written, in whole or in part, by someone else; fabricating or falsifying laboratory or research data; submitting false information or false medical documentation to gain a postponement or advantage for any academic work; providing a false signature for attendance at any class or assessment procedure where the signature is used as proof of authenticity or participation in the academic assessment;
- f. **Interference** – Examples include: stealing, destroying or tampering with another Student's academic work; preventing another Student from completing a task for academic assessment;
- g. **Unauthorized collaboration or communication** – Examples include: unauthorized collaborating between Students; communicating with anyone other than an invigilator during an examination or obtaining any non-authorized assistance during a test or examination; and



- h. **Unprofessional or Inappropriate Behaviour** – Exhibiting unprofessional, inappropriate or dishonest behaviour relating to a field placement, practicum or internship including, but not necessarily limited to, the forging or falsification of a placement contract, etc.

## SECTION IV: PROCEDURAL PRINCIPLES

### COMMITMENT TO FAIRNESS

27. The procedures for handling violations of this Academic Integrity Code reflect both the gravity with which the University views such offences and the University's commitment to fairness.
28. A Student who is alleged to have violated this Academic Integrity Code is entitled to have the matter addressed fairly and expeditiously in accordance with the principles of natural justice, procedural fairness and this Section IV.

### ACCOMMODATIONS FOR THOSE WITH A DISABILITY

29. Any individual who may require accommodations due to a disability during any aspect of an Academic Integrity Code process is entitled to appropriate accommodations. Any Academic Integrity Processes may be modified in accordance with such accommodation.
30. An individual who may, due to a disability, require information or documents in another format, should contact the Office of Student Affairs.

### NATURE OF COMMUNICATION

31. Normally, notices and any written communication around Academic Integrity Code matters are delivered by way of an email to a Student's Lakehead email account, however, any Student may request communication be made available by hard copy. At times notices and other written communications may be delivered in-person, by phone, or by mail (inter-campus, regular, priority, courier, or registered).

### SUPPORT AND ADVICE: ACCOMPANIMENT/REPRESENTATION

32. Students may be accompanied by a Support Person at any stage of the Academic Integrity Processes. A Support Person is a person of the individual's choice, normally a friend, Elder, or another member of the University community, who acts in a supportive role but is not an active participant in the process.

33. A Support Person is expected to be present in person, unless otherwise determined by the University. It is the Student's responsibility to ensure that any Support Person can attend any meeting as scheduled.
34. The role of a Support Person (apart from legal counsel at the appeal stage of the process) is to provide personal and moral support, while accompanying a Student to any meeting. The Support Person shall not address Aadministrators or Faculty directly, nor speak on behalf of the Student, and may not ask questions of anyone present at the meeting.
35. A Student has the right to include legal counsel at the appeal stage of the process. A Student, who is planning to be accompanied by legal counsel, must notify the Secretary of the Judicial Panel (the Director of Risk Management and Access to Information) at least four (4) business days in advance of any meeting.

## **STANDARD OF PROOF**

36. The standard of proof that must be met in order for an offence to be upheld under this Academic Integrity Code is that of the "balance of probabilities." The onus is on the University to establish that a breach of the Academic Integrity Code has occurred. This means that, for a breach of Academic Integrity to be supported, the information presented must demonstrate that it is more likely than not that the Student breached the principles of Academic Integrity.

## **RESTRICTIONS AND LIMITATIONS DURING AN INVESTIGATION FOR AN ALLEGED BREACH OF ACADEMIC INTEGRITY**

37. While an investigation is underway for an alleged breach of Academic Integrity, the Student shall not be permitted to withdraw from the course(s) in question or formally withdraw from the University pending the outcome of the investigation.
38. While an investigation is underway for an alleged breach of Academic Integrity, the Student shall not be issued any transcripts (official or non-official) directly, but, at the Student's request, transcripts may be sent to institutions or potential employers. If the Student is subsequently suspended or expelled, the recipients of the transcript will be issued a revised transcript. This restriction also applies in situations where the Student is no longer enrolled at the University during the investigation.

39. While an investigation is underway for an alleged breach of Academic Integrity, no Student may graduate, even if academic credit for the course(s) under investigation is not required to complete a credential. In cases where an investigation is initiated during the Student's final year of study, or involves a course required to graduate, all reasonable attempts will be made to expedite the investigation and adjudication process before the expected convocation date.

## ALLEGATIONS OF BREACHES OF ACADEMIC INTEGRITY INVOLVING MULTIPLE STUDENTS

40. In situations where it is suspected that there is a breach of Academic Integrity that involves multiple Students (e.g., a situation where it is alleged that two (2) or more Students acted together, or facilitated the actions of others, individually or collectively), it shall be understood that each Student represents an individual case of an alleged breach of Academic Integrity. The [Faculty Member/Instructor](#) and/or the Dean shall deal with each individual Student separately.

## TIME REQUIREMENTS

41. Strict compliance with time requirements specified in this Academic Integrity Code may be dispensed with, as necessary, in the interests of fairness and justice.

## RECORDING OF MEETINGS

42. Communications during meetings with ~~instructors, faculty members,~~[Faculty Members/Instructors](#) ~~and/or Deans or Judicial Officers~~ shall not be electronically recorded by any party, regardless of consent, unless specifically authorized by the University to accommodate a disability. Written notes of meetings are acceptable.

## RECORDS OF COMPLAINTS, INVESTIGATION, AND OUTCOME

43. The Office of Student Affairs and the Office of the Director of Risk Management and Access to Information shall store records (for a ~~minimum of period of up to fiveten~~ [\(105\)](#) years after the Student graduates or ceases to be a Student) related to actions taken under this Academic Integrity Code.

44. ~~The Final Incident Report~~[Form 3- Final Incident Report for Breach of Academic Integrity](#) may also be considered in any Non-Academic Code matter involving the Student if it is considered relevant by the Judicial Officer(s).

45. The Office of Student Affairs will release a copy of any [Form 3- Final Incident Report for Breach of Academic Integrity form](#) on file for the Student to any Department Chair, School Director, or Dean of any Faculty for use in penalty assessment of any subsequent incident involving a breach of Academic Integrity.

## REPORTS ON ALLEGATIONS OF BREACHES OF ACADEMIC INTEGRITY

46. A report shall be compiled annually for the Provost providing a summary of all complaints involving alleged breaches of Academic Integrity, including Sanctions.

47. The President shall report to the Senate and to the Board of Governors an annual summary of the number of appeals made to Sanctions under this Academic Integrity Code. The report shall include the number of cases and the number of cases where the [Disciplinary Action Sanction](#) was a) upheld; b) overturned; or c) amended.

## [HTTPS://WWW.LAKEHEADU.CA/ABOUT/SG/POLICIES-PROCEDURES-AND-PROTOCOLS/POLICIES/LIST/NODE/52259](https://www.lakeheadu.ca/about/sg/policies-procedures-and-protocols/policies/list/node/52259) SECTION V: PROCEDURES TO ADDRESS BREACHES OF ACADEMIC INTEGRITY

### PRIMARY RESPONSIBILITY FOR BRINGING FORWARD SUSPECTED BREACHES OF ACADEMIC INTEGRITY

48. The primary responsibility for bringing forward suspected breaches of Academic Integrity lies with a University Representative; including but not limited to the [Faculty Member/Instructor](#) of a course, Department Chair, School Director, Faculty Dean, graduate supervisor, invigilator, Registrar, etc. including the following:

- a. The primary responsibility for bringing forward a suspected breach of Academic Integrity for work submitted for credit in a course rests with the [Faculty Member/Instructor](#) of the course.
- b. The primary responsibility for bringing forward a suspected breach of Academic Integrity against a graduate Student involving a graduate project, thesis work or a thesis rests with the Student's supervisor.
- c. The primary responsibility for bringing forward a suspected breach of Academic Integrity against a graduate Student involving a comprehensive examination rests with the member(s) of the examining committee who detect(s) it.

- d. The primary responsibility for bringing forward a suspected breach of Academic Integrity against a graduate Student suspected of research misconduct rests with the Student's supervisor.
- e. The primary responsibility for bringing forward a suspected breach of Academic Integrity against a Student that does not fall within the preceding sections shall rest with the appropriate Faculty Member/Instructor or another University Representative (e.g. Dean, Department Chair/School Director, Registrar, etc.). For example, if a Student steals and/or is found to be in possession of a stolen examination copy, the primary responsibility rests with the Faculty Member/Instructor for the course.

## **BREACHES APART FROM THOSE INVOLVING FINAL EXAMINATIONS AND FULL CREDIT EQUIVALENT MIDTERM EXAMINATIONS**

### **Bringing Forward a Suspected Breach of Academic Integrity**

49. The University Representative who suspects or can document a case of suspected breach of Academic Integrity shall, within a maximum of ten (10) working-business days, complete ~~the~~ Allegation of Breach of Academic Integrity (Form 1). Form 1- Advisory of Suspected Breach of Academic Integrity
50. If the alleged breach of Academic Integrity involves work submitted for credit in a course the University Representative (normally a Faculty Member/Instructor) shall:
  - a. Provide a copy of ~~the~~ Allegation of Breach of Academic Integrity (Form 1) Form 1- Advisory of Suspected Breach of Academic Integrity to the Office of Student Affairs; and
  - b. Notify the Student of the suspected breach of Academic Integrity. This preliminary notification will be followed by a more formal notification that will include details of the allegation, and the next steps. (See Formal Notification to Student of Alleged Breach of Academic Integrity).
51. If the alleged breach of Academic Integrity involves a matter other than work submitted for credit in a course (e.g. forgery), the University Representative shall:
  - a. Inform the appropriate Department Chair/School Director and the relevant Dean, and in the case of a graduate Student, to the Dean of Graduate Studies;

- b. Provide a copy of ~~the [Allegation of Breach of Academic Integrity \(Form 1\)](#)~~ [Form 1- Advisory of Suspected Breach of Academic Integrity](#) to the relevant Dean (and in the case of a graduate Student to the Dean of Graduate Studies);
- c. Notify the Student of the suspected breach of Academic Integrity - This preliminary notification will be followed by a more formal notification by the Dean's Office that will include details of the allegation, and the next steps. (See [Formal Notification to Student of Alleged Breach of Academic Integrity](#)); and
- d. The Dean shall provide a copy of ~~the [Allegation of Breach of Academic Integrity \(Form 1\)](#)~~ [Form 1- Advisory of Suspected Breach of Academic Integrity](#) to the Office of Student Affairs.

~~52.~~ The Office of Student Affairs, having received ~~the [Form 1- Advisory of Suspected Breach of Academic Integrity Allegation of Breach of Academic Integrity \(Form 1\)](#)~~ from the University Representative, shall:

~~Notify the Registrar; and~~

~~53-52. a~~ Ascertain whether the Student has a record of any previous upheld offence(s) involving a breach of Academic Integrity. If there is no such record, the Office of Student Affairs will so inform the ~~instructor~~ [University Representative within three \(3\) business days](#).

~~54-53.~~ In cases of a previous upheld offence, the Office of Student Affairs will, [within three \(3\) business days](#), inform the:

- a. The [Faculty Member/Instructor](#);
- b. Department Chair/School Director;
- c. Dean of the Faculty; and
- d. Dean of Graduate Studies in cases involving a graduate Student.

### **When the University Representative is a Faculty Member/Instructor and there is a Suspected Breach of Academic Integrity**

~~55-54.~~ If the University Representative is a [Faculty Member/Instructor](#) and is made aware by the Office of Student Affairs that there are no previous upheld offences involving a breach of

Academic Integrity on the Student's record, the faculty member/instructor can proceed as per the [Procedures for First Offences](#) outlined in paragraphs 57 to 63.

~~56-55.~~ If the University Representative is a [Faculty Member/Instructor](#) and is made aware by the Office of Student Affairs that there is a previous upheld offence involving a breach of Academic Integrity on the Student's record, or if there are multiple charges against the Student or the Student is a graduate Student or the alleged offence does not relate to the work in a course (e.g. presentation of falsified document(s)), the [Faculty Member/Instructor](#) shall refer the matter to the Dean (or Deans in the case of a graduate Student) and must provide the Dean(s) with a copy of the [Allegation of Breach of Academic Integrity \(Form 1\)](#) [Form 1- Advisory of Suspected Breach of Academic Integrity](#) and all relevant documentation.

### Formal Notification to Student of Alleged Breach of Academic Integrity

~~57-56.~~ Within three (3) [business working](#) days of [receiving confirmation from the Office of Student Affairs as to whether the student has any previously upheld offences involving a breach of Academic Integrity on their record](#) [completing the Allegation of Breach of Academic Integrity form](#), the [University Representative \(normally a Faculty Member/Instructor or a Dean\)](#) shall ~~notify the Student, in writing,~~ [send Form 2- Formal Notification of Alleged Breach of Academic Integrity](#) normally to the Student's University email account, [unless other arrangements have been made.](#) The notification to the Student shall ~~inform the Student~~ [include the following information:](#)

- a. [A detailed description of the alleged](#) ~~Of the allegation of a breach of Academic Integrity, the nature of the charge~~ [violation of the Academic Integrity Code](#) and the evidence supporting the allegation;
- b. That a meeting shall be set up to discuss the matter at which time the Student will have a fair opportunity to respond to the allegation;
- c. That if accommodations are required due to a disability during any aspect of an Academic Integrity Code process, or an appeal thereof, the Student is entitled to appropriate accommodations and that an individual who may, due to a disability, require information or documents in another format, please inform the Office of Student Affairs;
- d. That ~~a copies of ally of the~~ [Allegation of Breach of Academic Integrity \(Form 1\)](#) and other relevant documentation ~~will be~~ [is](#) included with the formal notification;



- e. That the Student may provide the University Representative with a written response to the allegation. The written response to the allegation may be provided to the University Representative in advance of the scheduled meeting if so desired, presented at the scheduled meeting or may be submitted within five (5) business working days following the meeting;
- f. That the Student may seek the advice from the Office of the Ombudsperson, in accordance with the policies of the Ombuds office, in all matters relating to allegations of a breach of Academic Integrity;
- g. That in any meetings as part of an investigation or in any appeal process for an alleged breach of Academic Integrity, a Student is entitled to be accompanied by a Support Person;
- h. That while an investigation into an alleged breach of Academic Integrity is underway, the Student shall not be permitted to withdraw from the course(s) in which the alleged breach of Academic Integrity occurred or from the University;
- i. That the Student must acknowledge receipt of the email and within three (3) business days, make the necessary arrangements to meet. (~~NOTE: If no acknowledgement is received within three (3) business days, the University Representative, or designate, will send a final email to the Student with a deadline by which to respond (normally 3 business days); and~~
- j. That if the student does not arrange for a meeting by the deadline: ~~In the event that the University Representative is a faculty member/instructor:~~
  - The Faculty Member/Instructor will refer the matter to the Office of the Dean for investigation and adjudication OR;
  - The Dean will make a decision based on the documentation at hand and without the input of the Student ~~That failure of the Student to respond to the invitation to meet with the University Representative will automatically refer the matter to the Office of the Dean for investigation and adjudication~~



## Procedures for First Offences (no previous upheld breaches of Academic Integrity)

~~58-57.~~ The ~~University Representative (normally a Faculty Member/Instructor)~~ shall notify the Student of the allegation of a breach of Academic Integrity (See [Notification to Student of Alleged Breach of Academic Integrity](#) for details on information to be included in the notification.)

~~59-58.~~ The Student must make an appointment to meet with the ~~Faculty Member/Instructor~~ as soon as possible to discuss this matter. The Student will have three (3) business days, from the date of receiving Form 2- Formal Notification of Alleged Breach of Academic Integrity, to make the necessary arrangements to meet. If the Student does not arrange for a meeting by the deadline, a decision will be made by the Dean based on the documentation in hand and without the input of the Student.

~~60-59.~~ At the meeting:

- a. The ~~Faculty Member/Instructor University Representative~~ will facilitate the meeting, ensure introductions are made of all present, articulate the expectations for any Support Person present, and if the Ombudsperson is present, the Ombudsperson will articulate his/hers/their role.
- b. The ~~Faculty Member/Instructor University Representative~~ shall discuss the alleged breach of Academic Integrity, share the evidence against the Student and outline the procedures that are being followed.
- c. The Student shall be given the opportunity to speak to the allegations. The Student has the opportunity to provide the ~~Faculty Member/Instructor University Representative~~ with a written response to the allegation. The written response to the allegation may be provided to the ~~Faculty Member/Instructor University Representative~~ in advance of the scheduled meeting if so desired, presented at the scheduled meeting or may be submitted within five (5) working business days following the meeting.

~~61-60.~~ If the Student acknowledges that they did, through their actions, breach Academic Integrity, the ~~Faculty Member/Instructor~~ shall, bearing in mind the factors to consider, determine the appropriate sanctions as outlined in [Section VI of this Academic Integrity Code](#).

~~62-61.~~ If the Student does not acknowledge they did through their own actions breach Academic Integrity, the ~~Faculty Member/Instructor~~ shall determine, based upon the balance of probabilities,

whether the Student engaged in a breach of Academic Integrity. Should the allegation be upheld, the Faculty Member/Instructor shall, bearing in mind the factors to consider, determine the appropriate sanctions as outlined in [Section VI of this Academic Integrity Code](#).

~~63-62.~~ If the Faculty Member/Instructor determines that a Sanction that requires additional approval (listed in Paragraph 82 Sections g through l) is ~~required~~warranted:

- a. A recommendation with all accompanying documentation and materials must be presented to the Dean for review and adjudication;
- b. The Faculty Member/Instructor shall notify the Student that the matter has been referred to the Dean;
- c. The Dean shall normally handle any such referrals as per the process articulated in Procedures for Referred, Second or Subsequent Offences and Breaches During Final Examinations and Full Credit Equivalent Midterm Examinations outlined in paragraphs ~~654~~ to ~~744~~754; and

~~64-63.~~ The Faculty Member/Instructor shall complete Form 3- Final Incident Report for Breach of Academic Integrity and forward the completed form to the Office of Student Affairs, or the Dean in the event that the Faculty Member/Instructor recommended a greater sanction, with a copy to the student

~~65-64.~~ Within ten (10) working business days of the meeting with the University Representative Faculty Member/Instructor or Dean, the Student shall be notified of the outcome of the investigation ~~by way of a letter~~using Form 4- Declaration of Outcome of Academic Integrity. ~~The Form 4- Notice of Outcome letter~~Declaration of Outcome of Academic Integrity shall, unless other arrangements have been made, be emailed to the Student using the Student's Lakehead University email address. ~~The Form 4- Declaration of Outcome of Academic Integrity Notice of Outcome letter~~ shall provide the following:

- a. A description of the breach of Academic Integrity;
- b. The decision and sanction(s) imposed; and
- c. Information regarding the appeal process.

d. In the case of an upheld allegation, a copy of ~~the~~ Form 4- Declaration of Outcome of Academic Integrity Notice of Outcome shall be directed to the Office of Student Affairs, the relevant Department Chair/School Director, and the Student's Dean. For Students in double-degree programs and enrolled in partnership programs, information regarding a breach of Academic Integrity will be shared with the other Dean, Department Chair/School Director~~Faculty, School~~, or partnership institution.

~~e. The faculty member/instructor, or the Dean in the event that the faculty member/instructor recommended a greater sanction, shall complete the Final Incident Report (Form 2) and forward the completed form to the Office of Student Affairs with a copy to the Student.~~

### Procedures for Referred, Second or Subsequent Offences and Breaches During Final Examinations and Full Credit Equivalent Midterm Examinations

~~66-65.~~ The Office of the Dean shall notify the Student of the allegation of a breach of Academic Integrity (See Notification to Student of Alleged Breach of Academic Integrity for details on information to include in the notification.)

~~67-66.~~ The Student shall have three (3) working business days, from the date of receiving~~the~~ Form 2- Formal Notification of Alleged Breach of Academic Integrity, first letter or email message informing them of the alleged breach of Academic Integrity to arrange a meetingmake the necessary arrangements to meet. ~~If the Student does not arrange for a meeting by the deadline, a decision will be made based on the documentation in hand and without the input of the Student~~

~~68-67.~~ In the event that the Student fails to respond to the request to meet or fails to attend a scheduled meeting without prior notification, the case shall be investigated and adjudicated, with the Student *in absentia*.

~~69-68.~~ The Dean will meet with the Faculty Member/Instructor regarding the matter.

~~70-69.~~ At the meeting with the Student:

a. The Dean will facilitate the meeting, ensure introductions are made of all present, articulate the expectations for any Support Person present, and if the Ombudsperson is present, the Ombudsperson will articulate his/her/their role.

- b. The Dean shall discuss the alleged breach of Academic Integrity, share the evidence against the Student and outline the procedures that are being followed.
- c. The Student shall be given the opportunity to speak to the allegations. The Student has the opportunity to provide the Dean with a written response to the allegation. The written response to the allegation may be provided to the Dean in advance of the scheduled meeting if so desired, presented at the scheduled meeting or may be submitted within five (5) working business days following the meeting.

~~71-70.~~ If the Student acknowledges that they did, through their actions, breach Academic Integrity, the Dean shall, bearing in mind the ~~factors to consider~~factors to consider, determine the appropriate sanctions as outlined in Section VI of this Academic Integrity Code.

~~72-71.~~ If the Student does not acknowledge that they did, through their actions, breach Academic Integrity, the Dean shall determine, based upon the balance of probabilities, whether the Student did engage in a breach of Academic Integrity. The Dean shall, bearing in mind the ~~factors to consider~~factors to consider, determine the ~~appropriate sanction~~appropriate sanctions as outlined in Section VI of this Academic Integrity Code.

~~73-72.~~ Within ten (10) working business days of the meeting with the Dean, the Student shall be notified of the outcome of the investigation ~~using by way of a letter of Notice of Outcome for Breach of Academic Integrity” (Form 3)~~Form 4- Declaration of Outcome of Academic Integrity. ~~The Notice of Outcome letter~~ The Declaration of Outcome of Academic Integrity shall, unless other arrangements have been made, be emailed to the Student using the Student's Lakehead University email address.

~~74-73.~~ The Form 4- Declaration of Outcome of Academic Integrity Notice of Outcome letter will include the following:

- a. A description of the breach of Academic Integrity;
- b. The decision and Sanction(s) imposed; and
- c. Information regarding the appeal process

~~e.d.~~ A copy of Form 4- Declaration of Outcome of Academic Integrity shall be directed to the Office of Student Affairs. For Students in double-degree programs and enrolled in

partnership programs, information regarding a breach of Academic Integrity will be shared with the Dean, Department Chair/School Director, or partnership institution.

~~75-74.~~ The Dean shall complete ~~the Final Incident Report (Form 2)~~ Form 3- Final Incident Report for Breach of Academic Integrity and forward the completed form to the Office of Student Affairs.

~~76.~~ ~~For Students in double-degree programs and enrolled in partnership programs, information regarding a breach of Academic Integrity will be shared with the other Faculty, School, or partnership institution.~~

## **GENERAL PROVISIONS GOVERNING BREACHES OF ACADEMIC INTEGRITY INVOLVING INVIGILATORS, FINAL EXAMINATIONS AND FULL CREDIT EQUIVALENT MIDTERM EXAMINATIONS**

~~77-75.~~ This section is applicable to ~~mid-term examinations and~~ final examinations, full credit equivalent midterm examinations and examinations supervised by invigilators; whether administered centrally (e.g. through Enrolment Services or through Student Accessibility Services) or in the classroom by the Faculty Member/Instructor, or a delegate.

~~78-76.~~ Should a University Representative other than a Faculty Member/Instructor (e.g. an invigilator, a supervisor or an administrator) have reasonable grounds to believe that a Student has breached Academic Integrity, the individual must discuss the suspected breach with the Student.

~~79-77.~~ The exam paper will be marked with the time of the incident, the suspected breach, the signature of the University Representative and a date.

~~80-78.~~ The Student shall normally be allowed to continue writing the exam after the suspected breach has been discussed and the exam paper has been marked with the time of the incident (as per paragraphs 76 and 77 above).

- In cases where the breach of Academic Integrity is confirmed and evidence is collected (e.g. cheat sheet, etc.) and provisions in paragraphs 76 and 77 are completed, the exam paper may be taken away and the Student instructed to leave the exam room.

~~81-79.~~ The If the breach of Academic Integrity is detected by a University Representative other than the Faculty Member/Instructor of the course, that individual must provide the Faculty Member/Instructor with a written account of the incident, along with any evidence, within one (1) business day so the Faculty Member/Instructor can complete Allegation of Breach of Academic

~~Integrity (Form 1) Form 1- Advisory of Suspected Breach of Academic Integrity. This form is to be submitted to the Faculty Dean within three (3) working days of the incident.~~

~~80. Form 1- Advisory of Suspected Breach of Academic Integrity shall be submitted to the Student, the Office of Student Affairs and in the case of final examinations and full credit equivalent midterm examinations, the Student's Dean, within three (3) business days of the incident.~~

~~82-81. If the breach occurred during a final examination or a full credit equivalent midterm examination, t~~The Faculty-~~Student's~~ Dean will proceed with the [investigation and adjudication](#) as articulated above.

## SECTION VI: SANCTIONS AND FACTORS TO CONSIDER WHEN ASSIGNING A SANCTION

### SANCTIONS

~~83-82.~~ Upon finding a Student to have committed an offence under the Academic Integrity Code, the following Sanctions may be applied in any number and/or combination as deemed necessary. Repeated and/or multiple offences will increase the severity of the penalty. Graduate Students involved in an offence under the Academic Integrity Code [may face more serious consequences](#) than those applied to undergraduate Students.

**Below is a list of possible Sanctions that can be imposed by Faculty Members/Instructors and Deans**

- a. Official warning with a letter reporting the breach of Academic Integrity, sent to the Student, and copied to the Office of Student Affairs and Student's Dean;
- b. Submission of a revised or new piece of work;
- c. Reduction of the mark on the piece(s) of academic work;
- d. Mark of zero for the piece(s) of academic work;
- e. Reduction of the course grade;
- f. [Completion of an educational program/workshop](#);

**The following Sanctions require the approval or recommendation of the Dean (Note: the possibility of these sanctions should only be discussed with the Student after receiving approval from the Dean)**

~~f.g.~~ Ineligibility for a supplemental examination or any other evaluative exercise for the course;

~~g.h.~~ \_\_\_\_\_ Mark of zero (F) for the course with a transcript notation of “Academic Dishonesty”;

~~h.a.~~ \_\_\_\_\_ ~~Completion of an educational program/workshop;~~

i. Denial of permission to use facilities of the University, including computer facilities, laboratories, etc. for a designated period of time;

**j. The following Sanctions require the approval or recommendation of the Provost and/or President (Note: the possibility of these sanctions should only be discussed with the Student after receiving approval from the Provost and/or President)**

~~k.i.~~ Suspension for a period not to exceed six (6) academic terms (i.e. Fall, Winter, Spring & Summer); hence two (2) full academic years. Sanction of suspension requires the approval of the Provost;

- Suspension entails the withdrawal from all University programs and privileges, including the right to enter and be on any University premises or be present at any University-sponsored events.
- The Student’s academic transcript will be updated with the notation of “Suspension.” It is the Student’s responsibility to request in writing to the Associate Registrar to have the annotation removed after two years after the end of the academic year in which the suspension was imposed.

~~l.k.~~ Expulsion from a Program, Department/School, Faculty or the University.

- Expulsion from a Program, Department/School or Faculty requires the approval of the Provost;
- Expulsion from the University requires the approval of the President upon recommendation from the Provost.
- The Student’s academic transcript will be updated with the notation of “Expelled” which is a permanent annotation.

~~m.l.~~ \_\_\_\_\_ Rescission of a degree, diploma, or certificate;



- Rescission of a credential requires the approval the President, acting under the authority of Senate, upon recommendation of the Provost.
- The President shall review the documentation and recommendation to rescind a degree, diploma or certificate. The President shall make a report to Senate in all such cases.

## FACTORS TO CONSIDER WHEN ASSIGNING A SANCTION

~~84.~~83. The following are factors that ought to be considered when assigning a remedy or sanction for breaches of Academic Integrity, including:

- a. Evidence of a deliberate attempt to gain advantage;
- b. Seriousness of the offence having regard to its actual or potential consequences;
- c. Extent to which the work or conduct in question forms a significant portion of the final grade and whether the extent of the offence is substantial;
- d. Injury to another Student or to the institution;
- e. Multiple offences within a single incident or multiple offences discovered at one time, rather than an isolated aberration;
- f. Whether the offence has been committed by a Student who ought to be familiar with the expectations for Academic Integrity in the discipline, Department and/or Faculty; and
- g. Conduct that intimidates others or provokes misconduct by others.

~~85.~~84. Any Sanction should reflect the extent and severity of the offence, and precedents in the academic unit, taking into account any mitigating circumstances. The onus is on the Student to provide evidence of mitigating circumstances.

## SECTION VII: APPEAL PROCESS

85. A decision and/or Sanctions imposed by a Faculty Member/Instructor may be appealed by submitting a completed Academic Integrity Appeal Form (Form 4)Form 5- Academic Integrity Appeal Form to the Student’s Dean within ten (10) business days.

86. A decision and/or ~~Disciplinary Actions~~Sanctions imposed by the Dean may be appealed to the Judicial Panel in accordance with and subject to restrictions and timelines of the “Student Code of Conduct – Appeal Policy”.



~~87. A decision and/or Disciplinary Actions by Faculty Member/Instructor may be appealed by submitting a completed Academic Integrity Appeal Form (Form 4) to the Faculty Dean.~~

~~88-87.~~ For full details on the processes and procedures associated with an appeal to the ~~Tribunal~~Judicial Panel, please refer to the document entitled, “Student Code of Conduct – Appeal Policy”.

~~89-88.~~ Requesting and filing an appeal does not stay the academic decision or the ~~Disciplinary Actions~~Sanctions imposed.

Please contact the Office of Student Affairs for additional information and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room AT 5031;

Phone: 807-343-8163 or Email: [studentconduct@lakeheadu.ca](mailto:studentconduct@lakeheadu.ca)

## Appendix

### A. DEFINITIONS

#### Academic Integrity

Academic Integrity is a Student’s commitment to the fundamental values of honesty, trust, fairness, respect and responsibility, all of which are central to the respect for academic principles and behaviours that support the University’s mission.

#### Academic Dishonesty

Academic dishonesty is defined as seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another Student to do so. Academic dishonesty is a breach of aAcademic integrity.

## Academic Work

Academic work includes, but may not be limited to, any assigned work, whether oral, in writing, or in any other media, such as any academic paper, essay, thesis, research report, evaluation, project, assignment, laboratory assignment or report, creative work (e.g. computer program or code, musical composition, art work, literary work, etc.), and term test or examination. Academic work also includes work that may be required in any course, program, seminar, workshop, conference or symposium offered by the University – whether in degree or non-degree program or course of study. (Definition adapted from McMaster University’s Academic Integrity Policy).

## Administration/Administrators

Refers to individuals or administrative bodies responsible for the academic programs of the University and the management of Academic Integrity Code and procedures. These include: Department Chairs, School Directors, Deans, Assistant Deans, Deputy Provost, Provost, Vice-Provosts, Associate Vice-Provosts, Judicial Panels, and the University Senate.

## Business Days

Means Monday to Friday, excluding Saturday and Sunday, holidays observed by the University and unforeseen closures due to weather, emergencies or work stoppages.

## Designate

Someone who has been appointed to a specified role or position

## Dean

“Dean” shall be used to identify all Deans, Associate Deans, or any person designated to act on behalf of the Dean in an administrative capacity.

## Department Chair or Director of School

Any person designated to act as the lead in an administrative capacity as “Chair” or “Director” for a Department or School.

## Expulsion

Refers to permanent termination of Student status in a particular course, Department/School, Faculty, or the University. Expulsion from the University requires the approval of the President upon recommendation of the Provost. The Student's official transcript will be updated with the notation of "Expelled," which will remain as a permanent annotation.

## Judicial Officer

A Lakehead University official designated to the role of Judicial Officer or someone authorized by the President or the Provost who will meet with Students alleged to have violated the Non-Academic Code, to hear allegations of misconduct and, if necessary, to impose sanctions upon any Student who is found to have violated the Non-Academic Code.

## Rescission (Cancellation) of Degree, Diploma, Certificate or Academic Credits

The cancelling of a degree, diploma or certificate, or the cancellation of academic credits obtained by a former Student who, while enrolled, committed any offence which, if detected before the granting of the degree, diploma, certificate, or credits, would have resulted in a complaint and the application of a sanction sufficiently severe that the degree, diploma, certificate, credits or marks would not have been granted. There may also be other circumstances when the University discovers that there was some breach of Academic Integrity or fraud involved in meeting admission or program requirements, and consequently, the awarding of a degree, diploma, certificate, or the earning of academic credits.

## Sanction

A disciplinary action or penalty imposed on a Student for violating the Student Code of Conduct.

## Student

A person who is registered as a Student at the University, either full-time or part-time, pursuing undergraduate, graduate, as well as those Students on leave, those in [Lakehead-Georgian programs](#), professional studies, as well as those in non-degree studies, study-abroad or off-campus studies. This also includes individuals who confirm their intent to enroll in programs, Students between academic terms and those that were enrolled at the date of an alleged incident. Persons who

withdraw after allegedly violating the Academic Integrity Code or who are not officially enrolled for a particular term but have a continuing relationship with the University are considered “Students.”

## Support Person

A person of the individual’s choice, normally a friend, Elder, another member of the University community, who acts in a supportive role but is not an active participant in the process. The role of Support Persons (apart from legal counsel at the appeal process) is to provide personal and moral support, accompanying a Student to any meeting. The Support Person does not have the right to speak in the meeting or act as an advocate and may not ask questions of anyone present at the meeting. A Support Person must be present in person. It is the Student’s responsibility to ensure that any Support Person can attend any meeting as scheduled.

## Suspension

Refers to a temporary exclusion from classes, program, Faculty, or activities of the University, or from the University itself, for a defined period of time as set forth in the judicial outcome letter but not to exceed a period of two academic years. In cases where a Student is suspended from all activities associated with all courses in the University, or is suspended from the University itself, a notation of “suspension” will be recorded on the Student’s official transcript. The Student may request in writing to the Registrar to have the annotation removed after two years from the end of the academic year in which the suspension was imposed.

## University

Means Lakehead University. University “premises” means all buildings, services and lands owned, leased, operated, controlled or supervised by the University.

## University Representative

The University Representative has primary responsibility for bringing forward suspected breaches of Academic Integrity; including but not limited to the faculty member or instructor of a course, Department Chair, School Director, Faculty Dean, graduate supervisor, invigilator, Registrar, or another individual in an official capacity with the University.

## Working Days

~~Means Monday to Friday, excluding Saturday and Sunday, holidays observed by the University and unforeseen closures due to weather, emergencies or work stoppages.~~

**Review Period:** This Academic Integrity Code will be reviewed and updated on a regular basis with periodic modifications being made as necessary. A full review with approval by Senate will occur every five years;

**Date for Next Review:** 2024;

### Related Policies and Procedures:

- a. [Research Integrity Policy](#) – Cases of alleged research misconduct that involve research being done by a Student outside of course work shall normally be governed by the procedures contained in the Research Integrity Policy.
- b. [Student Code of Conduct – Non-Academic \(Non-Academic Code\)](#) – The Non-Academic Code governs the non-academic behaviour of Students, whereas the Academic Integrity Code governs academic behaviour. There may be situations where a Student’s conduct may involve behaviours that are both academic and non-academic in nature. Where circumstances warrant, a Student may be subject to disciplinary procedures under the Academic Integrity Code, the Non-Academic Code, or both.
- c. [Student Code of Conduct – Appeal Policy](#)

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the [Policy Governance Framework](#). Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca)