

# ACADEMIC INTEGRITY INVESTIGATION FLOWCHART FOR DEANS

## STEP 1

### ADVISE STUDENT OF SUSPECTED BREACH

To be completed by the Faculty Member/Instructor

If a Faculty Member/Instructor suspects a breach of academic integrity:

- They are responsible for emailing [Form 1\\*](#)- **Advisory of Suspected Breach of Academic Integrity** to the student **within 10 business days**<sup>1</sup> and copying the Manager, Student Conduct & Case Management on this email
- The Manager, Student Conduct & Case Management will confirm the process within 3 business days and advise the Faculty Member/Instructor how to proceed:
  - If the student has no record of a prior breach, then they will be advised to proceed with the investigation
  - Cases involving graduate students, students with multiple allegations, prior breaches or cases involving final examinations (or FCE midterms) will be referred to the student's Dean

1- Breaches occurring during final or FCE midterm exams are sent within 3 business days to the Student's Dean<sup>2</sup>

2- For Lakehead-Georgian students, cases would be sent to the Student's Dean at Lakehead University (Thunder Bay)

## STEP 2

### CONFIRM PROCESS & ARRANGE MEETING

Within 3 business days

Once you have been advised that you, the student's Dean, are responsible for carrying out the investigation:

- Email [Form 2b\\*](#)- **Formal Notification of Alleged Breach of Academic Integrity** to the student **within 3 business days**
- This document provides the student with a more detailed description of the allegation and includes any evidence
- Form 2b also requests a meeting with the student
  - The student is required to acknowledge the notification within 3 business days and make the necessary arrangements to meet at the earliest convenient time for both parties
  - If the student fails to respond, send a final email to the student with a deadline by which to respond (normally 3 business days)
  - If the student fails to respond to your final notification, you would make a decision without their input (or "in absentia")

## STEP 3

### MEET WITH STUDENT

At the meeting with the student:

- Outline the details of the alleged breach and explain how it is a violation of the [Academic Integrity Code](#)
- Review the evidence, ask questions and provide the student with an opportunity to respond
- **Begin filling out Form 3\***- **Final Incident Report for Breach of Academic Integrity** (Internal use only. Do not email to student)
  - Ask the student if they plan to submit a written statement to you and if so, inform them they have 5 business days to do so

## STEP 4

### DECISION & SANCTIONS

Within 10 business days

Following your meeting with the student:

- Review the case details and make a decision to either uphold or dismiss the allegation using the **balance of probabilities**
  - This is the standard of proof required (in other words- is it more likely than not, that the violation occurred)
- **Complete Form 3\*** and email to the Manager, Student Conduct & Case Management (Internal use only. Do not email to student)
- **Conclude the investigation by filling out the appropriate Form 4a\*** (UPHELD) or **Form 4b\*** (NOT UPHELD)

If you determined a breach has occurred

If you determined a breach has **NOT** occurred

#### \* NOTE ABOUT FORMS:

- All required **Forms** can also be downloaded from [MyInfo](#)
- They are located under the Student Conduct Resources section of the Faculty menu

- Use Section VI of the Academic Integrity Code and the [Sanction Decision Tool](#) to decide on a fair and appropriate sanction
- **Send Form 4a\***- **Declaration of Outcome of Academic Integrity (Upheld)** **within 10 business days** to:
  1. The student
  2. The student's Dean and Chair/Director
  3. The Manager, Student Conduct & Case Management

- **Send Form 4b\***- **Declaration of Outcome of Academic Integrity (NOT Upheld)** **within 10 business days** to:
  1. The student
  2. The Manager, Student Conduct & Case Management

A student may appeal your decision by following the [Appeal Policy and Judicial Procedures](#) (process is also summarized [here](#)) **within 15 business days** if there is:

1. Substantial procedural or factual error
2. Significant new and relevant information
3. An excessive sanction