

ACADEMIC INTEGRITY INVESTIGATION FLOWCHART FOR FACULTY MEMBERS

STEP 1

ADVISE STUDENT OF SUSPECTED BREACH

Within 10 business days*
(3 days for final exams)

If you suspect a breach of academic integrity:

- Email **Form 1***- **Advisory of Suspected Breach of Academic Integrity** to the student **within 10 business days**¹ and copy the Manager, Student Conduct & Case Management (studentconduct@lakeheadu.ca) on this email
 - The Manager, Student Conduct & Case Management will confirm the process within 3 business days and advise you how to proceed:
 - If the student has no record of a prior breach, then you 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 Dean²
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 are responsible for carrying out the investigation:

- Email **Form 2a***- **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 2a 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, immediately refer the case to the student's Dean for investigation

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 submitting **Form 5- Academic Integrity Appeal** to the Dean **within 10 business days** if there is:

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