

# ACADEMIC INTEGRITY INVESTIGATION FLOWCHART FOR STUDENTS

## STEP 1

### ADVISORY OF SUSPECTED BREACH

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

If your instructor suspects that you have breached the [Academic Integrity Code](#) they will send a **Form 1- Advisory of Suspected Breach of Academic Integrity** to your Lakehead email address within 10 business days\* of detecting the alleged breach

- You are **not** required to do anything at this point in time. Wait to hear from your instructor or Dean regarding next steps
- If you are an undergraduate student with no prior record, then the instructor will be advised to proceed with the investigation
- Cases involving: 1) graduate students, 2) multiple allegations, 3) secondary/repeat offences, or 4) final examinations & FCE midterms, will be referred to the Dean for investigation

\*Form 1 should be sent to you within 3 business days of detection, if the alleged breach occurred during a final or FCE midterm exam

## STEP 2

### PROCESS CONFIRMED & MEETING ARRANGED

Within 3-6 business days

You should receive a **Form 2- Formal Notification of Alleged Breach of Academic Integrity** within 3-6 business days after receiving the original advisory letter (Form 1)

- This document confirms whether your instructor or Dean will be investigating your case and should include a detailed description of the allegation and if applicable, any relevant evidence
- You are required to acknowledge receipt of Form 2 **within 3 business days**
- You must also begin making the necessary arrangements to meet at the earliest convenient time for both parties
- If you fail to respond to this notification, the case will be referred to your Dean and/or a decision may be made without your input

## STEP 3

### MEETING WITH INSTRUCTOR OR DEAN

At the meeting, your Instructor/Dean will review the evidence with you and explain how your behaviour was a violation of the [Academic Integrity Code](#) and you will be provided with an opportunity to ask questions, respond and explain yourself

- If you plan to have a support person with you, please inform your instructor/Dean beforehand
- You are also encouraged to submit a written response and can do so prior to, or within 5 business days of, your meeting
- If you plan to submit a written response after your meeting, please inform your instructor, so they know to wait before proceeding to Step 4

## STEP 4

### DECISION & SANCTIONS

Within 10 business days

You should receive a **Form 4- Declaration of Outcome of Academic Integrity** within 10 business days of your meeting

- This letter (Form 4) will let you know if your Instructor/Dean has decided to uphold or dismiss the allegations
- If the allegations are dismissed, then the case is closed, nothing will show on your record and no sanctions will be applied
- If the allegations are upheld, then the Instructor/Dean will implement some form of [sanction](#) and a record will be kept on file in the Student Conduct Database (this is separate from your academic record)

## OPTIONAL

### APPEAL PROCESS

Within 10 business days\*\*

You may choose to appeal the decision if there was:

1. **substantial procedural or factual error**
2. **significant new and relevant information**
3. **an excessive sanction**

To appeal the decision of your Instructor, submit a [Form 5- Academic Integrity Appeal](#) letter to the Dean **within 10 business days** of receiving the Declaration of Outcome decision letter and copy [studentconduct@lakeheadu.ca](mailto:studentconduct@lakeheadu.ca) on the email.

\*\*To appeal the decision of your Dean, follow the [Appeal Policy and Judicial Panel Procedures](#) **within 15 business days** of receiving the Declaration of Outcome decision letter. Click [here](#) for a summary of the procedures.