

ACADEMIC INTEGRITY PROCESS: Flowchart for FACULTY MEMBERS/INSTRUCTORS

Suspected Breach of Academic Integrity

Form 1

Within 10*
business
days

1. You suspect a breach of academic integrity
2. Complete **Form 1- Advisory of Suspected Breach of Academic Integrity**
3. Email **Form 1** to Student and copy Manager, Student Conduct & Case Management (SC & CM) (studentconduct@lakeheadu.ca)
*Breaches occurring during final or FCE midterm exams are sent within 3 business days to the Faculty Dean**, cc Manager SC & CM
**For Lakehead-Georgian students, send to the Faculty Dean at Lakehead TBay

- Manager, SC & CM will advise you within three (3) business days if there was a record of a prior breach.
- If there is no record of a prior breach, then you can proceed.
- If there is a prior breach, you must forward the notification from Student Conduct & **Form 1** to the Faculty Dean advising of the prior breach.

Confirmation of Process

Form 2a

Within 3
business
days

1. Notify the Student of the allegation and request a meeting using-
Form 2a- Formal Notification of Alleged Breach of Academic Integrity (Faculty Member/Instructor)

- The student must acknowledge the notification within three (3) business days and make the necessary arrangements to meet.
- If the student fails to respond, send a final email to the student with a deadline by which to respond (normally 3 business days)
- Failure of the student to respond will automatically refer the matter to the Faculty Dean for investigation and adjudication.

Meeting with Student

Form 3

1. Meet with the Student to provide an opportunity to respond to allegation
2. Complete **Form 3- Final Incident Report for Breach of Academic Integrity** (*Confidential. For Internal Use Only*)

When considering the decision: the standard of proof that must be met in order for an offence to be upheld under the Academic Integrity Code is that of the "balance of probabilities." 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.

Decision and Notification of Outcome

Form 4a or b

Within 10
business
days

1. Determine whether a breach has occurred and any appropriate sanctions (if applicable) -
 - See **Section VI: Sanctions and Factors to Consider When Assigning a Sanction**
2. Send **Form 3** to Manager, Student Conduct & Case Management (studentconduct@lakeheadu.ca)
 - If greater sanctions for first offences are recommended, see **Par. 62** of the Student Code of Conduct - Academic Integrity.

If you determine that a breach **has** occurred:

3. Complete **Form 4a- Declaration of Outcome of Academic Integrity (Upheld)**
4. Send **Form 4a** to the Student and copy Manager, SC & CM (studentconduct@lakeheadu.ca)

If you determine that a breach **has NOT** occurred:

3. Complete **Form 4b- Declaration of Outcome of Academic Integrity (Not Upheld)**
4. Send **Form 4b** to the Student and copy Manager, SC & CM (studentconduct@lakeheadu.ca)

Appeal Process: Within 10 business days, the Student may Appeal the decision to the Dean using-
Form 5- Academic Integrity Appeal Form

Form 5

Grounds for Appeal:

1. Substantial procedural or factual error
 2. Significant new and relevant information
 3. Review of an excessive sanction
- The Dean can affirm or dismiss the decision, or reduce/increase the sanction.