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**Form 1- Advisory of Suspected Breach of Academic Integrity**

\*Save as a PDF document before sending

& delete this instruction

**Date**

Student Name:

Student ID Number:

Student Email: **@lakeheadu.ca**

Instructor Name:

Department:

Course #:

Term/Year:

**Student Name**,

I have reason to believe that you have engaged in a breach of Lakehead University’s [Academic Integrity Code](https://www.lakeheadu.ca/sites/default/files/uploads/293/docs/Student-Conduct/Student%20Code%20of%20Conduct%20-%20Academic%20Integrity.pdf), based on the following:

**DESCRIBE THE ALLEGATION Example: In the ASSIGNMENT, you submitted plagiarized material in the use of uncited sources from XXXXX. Example: In the LAB REPORT, the lab instructor alleges that you submitted material copied from another student.**

I will be sending a copy of this form to the Office of Student Affairs in order to determine next steps. If there is a previous offence on file, if there are currently multiple allegations against you, if the alleged offence took place during a final examination or FCE midterm examination, or if you are a graduate student then this matter will be referred to your Dean for investigation. Otherwise arrangements will be made for us to meet to discuss this matter.

**You will receive another email shortly from either the Dean or myself, in order to arrange a meeting to discuss this matter.**

In addition to participating in a meeting, you are alsoentitled to provide a written response to the allegation. The written response to the allegation may be provided in advance of the scheduled meeting if so desired, presented at the scheduled meeting or you may let us know that one will be submitted within five (5) working days following the meeting.

Sincerely,

**Your Name and Title, Contact Information**

**Cc:** Manager, Student Conduct & Case Management ([studentconduct@lakeheadu.ca](mailto:studentconduct@lakeheadu.ca)), Office of Student Affairs ATAC 5031D

Provided to Student via :  Email  In Person