

**Form 2a- Formal Notification of Alleged Breach of Academic Integrity (Faculty Member/Instructor)**

**(Faculty Member/Instructor)**

\*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**,

This letter is to inform you that you are subject to allegations involving a breachof Academic Integrity involving **Course #, Section #.**

**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.**

Please call **NAME at PHONE #** or email **EMAIL ADDRESS** to make an appointment to meet with me as soon as possible to discuss this matter. It is important that you acknowledge the receipt of this notification and contact me by **DATE – Normally three business days** to set up a meeting.If you do not contact my office by this date in order to make the necessary arrangements to meet, this matter will be referred directly to the Office of the Dean for investigation and adjudication.

At the meeting, you will have a fair opportunity to speak to this allegation. Prior to the meeting, I would encourage you to carefully review the [Academic Integrity Code](https://www.lakeheadu.ca/sites/default/files/uploads/293/docs/Student-Conduct/Student%20Code%20of%20Conduct%20-%20Academic%20Integrity.pdf) which can be found on the Lakehead University website.

Please be aware that you are entitled to provide a written response to the allegation. The written response to the allegation may be provided to myself in advance of the scheduled meeting if so desired, presented at the scheduled meeting or you may let me know during the meeting that one will be submitted within five (5) working days following the meeting.

What follows is additional information of which you should be aware:

* You may seek the advice from the [Office of the Ombudsperson](https://www.lakeheadu.ca/faculty-and-staff/departments/services/ombuds-office), in accordance with their policies, in all matters relating to allegations of a breach of Academic Integrity.
* In any meetings as part of an investigation or you are in any appeal process for an alleged breach of Academic Integrity, a Student is entitled to be accompanied by a [Support Person](https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/student-code-of-conduct---academic-integrity). Please consult the Academic Integrity Code for important information relating to a Support Person.
* You are reminded that while an investigation into an alleged breach of Academic Integrity is underway, you shall not be permitted to withdraw from the course(s) in which the alleged breach of Academic Integrity occurred, nor will you be allowed to withdraw from the University during this time.
* If accommodations are required due to a disability during any aspect of an Academic Integrity Code process, or an appeal thereof, you are entitled to appropriate accommodations and that if you require information or documents in another format due to a disability, please inform the Office of Student Affairs.

You are asked to acknowledge receipt of this letter. I would ask that you give this matter your immediate attention.

Sincerely,

**Your Name and Title, Contact Information**

**Cc:** **Department Chair/School Director**