

# ACADEMIC INTEGRITY PROCESS: Flowchart for FACULTY MEMBERS/INSTRUCTORS

Suspected Breach of Academic Integrity

Within 10\*  
business  
days

1. You suspect a breach of academic integrity
2. Complete **Allegation of Breach of Academic Integrity Form 1**
3. Email **Form 1** to Student and copy Manager, Student Conduct & Case Management (SC & CM) ([studentconduct@lakeheadu.ca](mailto:studentconduct@lakeheadu.ca))

\*breaches occurring during an exam are sent within 3 business days to Faculty Dean, cc Manager, Student Conduct & Case Management

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 Dean advising of the prior breach.

Confirmation of Process

Within 3  
business  
days

Notify the Student of the allegation and request a meeting using the template provided -  
**(Faculty/Instructor) Notification to Student of Alleged Breach of Academic Integrity.**

The student must acknowledge the notification within three (3) business days  
Failure of the student to respond to the invitation to meet with the Faculty Member/Instructor will automatically refer the matter to the Office of the Dean for investigation and adjudication.

Meeting with Student

1. Meet with the Student to provide an opportunity to respond to allegation
2. Complete **Form 2 Incident Report (Confidential and 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

Within 10  
business  
days

1. Determine whether a breach has occurred and any appropriate sanctions (if applicable) -  
**Section VI: Sanctions and Factors to Consider When Assigning a Sanction**
2. Send **Form 2** to Manager, Student Conduct & Case Management ([studentconduct@lakeheadu.ca](mailto: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 3 Notice of Outcome (UPHELD)**
4. Send **Form 3** to the Student and copy Manager, SC & CM ([studentconduct@lakeheadu.ca](mailto:studentconduct@lakeheadu.ca))

If you determine that no breach has occurred:

3. Complete **Form 3 Notice of Outcome (NOT UPHELD)**
4. Send **Form 3** to the Student and copy Manager, SC & CM ([studentconduct@lakeheadu.ca](mailto:studentconduct@lakeheadu.ca))

Appeal Process: Within 10 business days, the Student may Appeal the decision to the Dean using **Form 4**

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.