General Steps for Investigating Possible Departures of Academic Integrity

1. Instructor initiates investigation (Sec. 6.1)

2. Instructor assembles all evidence (student identity remains confidential) ➔ Evidence is insufficient & investigation is ended (all documents destroyed)

3. Evidence merits further investigation (Sec. 6.2)

4. Instructor completes the Notice of Investigation Form (NOI) (Sec. 6.2.1)

5. Instructor sends the student NOI Form & relevant documents (Sec. 6.2.2) (Includes scheduling meeting within 10 business days)

6. Meeting with Instructor and student (Sec. 6.3) (Student may choose to provide written statement instead of attend meeting)

7. Instructor assesses all information & makes decision (Sec. 6.5)

8. Has been a departure from academic integrity (Sec. 6.6)

9. First departure of academic integrity? (Instructor establishes appropriate sanction) OR Previous departure of academic integrity? (Sanction process is referred to Associate Dean Academic)

10. Sanctions Imposed (Sec. 6.7 & 6.8)

11. Student has a right to follow appeal process (Sec. 8)

No departure from academic integrity, investigation is ended, student notified in writing (all documents destroyed) (Sec. 6.9)

- Investigatory in nature
- Completed in-person, by telephone or video conference
- Instructor will provide third person to take notes
- Student can invite an advisor or support person
- Student has opportunity to respond to allegations
- Student can provide new information before or during the meeting
- Instructor will review the possible sanctions for student if a finding of departure from academic integrity is made.

Student has a right to follow appeal process (Sec. 8)