

Academic Integrity Steps at a Glance

Instructor investigates

- Contacts student, requests meeting
- After meeting (or if student declines/does not respond to request), determines if dishonesty occurred

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Instructor finds no academic dishonesty

- Informs student
- No further action taken; no records kept unless new evidence found

OR

Instructor finds academic dishonesty, reports to chair

- Recommends penalty
- Sends notification email and *Instructor Report* to student, copies chair, dean at academicintegrity@trentu.ca
- A block will be put on the student's ability to drop the course

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Chair waits 7 days

- Student has 7 days from the date of *Instructor Report* to send comments to chair

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Chair finds no academic dishonesty

- Notifies student and instructor, copies dean at academicintegrity@trentu.ca
- No further action taken; no records kept unless new evidence found

OR

Chair finds academic dishonesty

- Decides whether offence is major or minor
- Checks records for prior offence by email to academicintegrity@trentu.ca

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First offence – Chair decides

- Chair assigns penalty within 2 weeks
- Sends *Chair Report* to student, copies instructor, dean at academicintegrity@trentu.ca

OR

Prior record – Chair sends case to Dean

- Chair forwards *Instructor Report* and documentation to dean at academicintegrity@trentu.ca for decision; notifies student

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Prior record – Dean decides

- Dean considers student's appeal, if submitted within 2 weeks
- Dean assigns penalty, informs student of decision within 2 weeks; copies chair and instructor

OR

Appeal of Chair's decision to Dean

- Dean considers student's appeal, if submitted within 2 weeks
- Informs student of decision within 2 weeks; copies chair and instructor

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Special Appeal

- Student has 4 weeks to appeal dean's decision to Special Appeals Committee