AOP 216 Process Flow Faculty member Faculty No discusses findings No further action Breach of Academic determines if with student and 2 required Breach was Integrity occurs business days of committed discovering offence Faculty member to complete Breach of Academic Integrity form and email to $% \label{eq:continuous} % \label{e$ Dean within 5 business days Dean review form and forward to Office of the Registrar Email Registrar/Designate forward to **Enrolment Services** Officer(ESO) within 2 business days to determine if it is the student's 1st, 2nd, 3rd, 4th offence within 1 business day No No No Is it 2nd offence? Is it 3rd offence? Is it 4th offence? Is it 1st offence? Yes Yes Yes Yes ESO will change the ESO will change the ESO will change the grade in the course grade in the course grade in the course to AD to AD to AD ESO will withdraw ESO will withdraw the student from all the student from all courses in progress courses in progress using appropriate using appropriate withdraw code and withdraw code and put the appropriate put the appropriate hold on the hold on the student's record student's record After appeal After appeal timeline timeline ESO contact Mentor **ESO** contact Mentor to complete Drop to complete form withdraw form ${\sf ESO}\, to\, record$ offence on student's record in SPACMNT Student Appeals as per AOP 231 ESO to update the Breach of Academic Integrity Offence form, save form on P drive, forward to Successful Appea Registrar/Designate - the Dean (stage 2) within 1 business Unsuccessful Appeal will send the day appropriate appeal $form \ to \ the$ Registrar/Designate within 1 business Registrar/Designate day of the decision. to inform Dean, and Administrative Coordinator, Strategic Enrolment Services of the ESO to record number of the "Successful Appeal" offence and resulting sanction prior to the within 1 business specified offence on day student's record in SPACMNT and retract any academic Administrative consequences Coordinator, applied within 1 Strategic Enrolment business day Services to complete Breach of Academic Integrity Letter, Student chooses to email to student the Administrative appeal the breach details and option to Coordinator, appeal with a copy Strategic Enrolment to the Dean and Services to complete save letter on P Successful Appeal $drive\ within\ 1$ Letter, email to business day student the details with a copy to the Dean and save letter on P drive within 1 Dean Communicate business day the results to faculty/coordinator as appropriate Student accepts the consequences No further action

required