You Suspect a Student Cheated

Next Steps:

**Fill out Section A of the Breach Form**
The breach form can be found under “Faculty Resources” on Sheridan’s Academic Integrity website. Only Section A needs to be filled out for now.

**Get Student Feedback**
Email the completed breach form to your student. Explain that you suspect a breach of academic integrity occurred, and that they have two days to respond back by email.

**Determine if it is a Breach**
Given the evidence you have and the student’s response, decide if a breach occurred. If you decide a breach did not occur, the process ends here. Destroy all associated paperwork.

**Check for Previous Breaches**
If you decide a breach occurred, give the breach form to the program support staff person in your area so they can check for previous breaches. They will note any previous breaches on the form and return it to you.

**Impose a Sanction**
You can impose a sanction if this is the student’s first breach. For serious breaches (such as contract cheating or impersonation) or for subsequent breaches, your Associate Dean (AD) must be involved.

Academic Integrity Remediation is a good option for all types of breaches because it gives the student the chance to learn from their mistake.

**Complete the Process**
The decision-maker (you or the AD) checks off the sanction imposed, signs the form, and emails it to the student. The form is handed over to the program support staff person who inputs the students’ breach into the SIS system.

For more resources, visit:

- [TinyURL.com/y9n387u3](http://TinyURL.com/y9n387u3)
- Sheridan's Academic Integrity website
- aif@sheridancollege.ca
- sheridancollege.libguides.com/remediation