UNIVERSITY OF TORONTO MISSISSAUGA | **Academic Integrity Unit**
Office of the Vice Principal, Academic and Dean

Academic Integrity:
A Toolkit for UTM
2021-22

"The concern of the Code of Behaviour on Academic Matters is with the responsibilities of all parties to the integrity of the teaching and learning relationship. Honesty and fairness must inform this relationship, whose basis remains one of mutual respect for the aims of education and for those ethical principles which must characterize the pursuit and transmission of knowledge in the University."

(Code of Behaviour on Academic Matters, University of Toronto, 1995, p.1)

Academic Integrity Unit – Office of the Vice-Principal Academic & Dean
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Academic Integrity Unit

The Academic Integrity Unit (AIU) in the Office of the Vice-Principal Academic and Dean handles all undergraduate academic offence cases at the University of Toronto Mississauga (UTM). We also serve as an information resource for students, faculty, and staff and strives to promote a culture of integrity and educational excellence at UTM.

With regards to academic integrity, the primary role of the AIU is to:
- educate, inform and encourage faculty, staff, and students on issues related to academic integrity through a variety of workshops and seminars;
- act as a resource to provide information about the process involved in academic offence cases;
- ensure that all academic case files brought forward by Department Chairs are appropriately completed; and
- handle allegations of academic misconduct in relation to the *Code of Behaviour on Academic Matters*.

AIU Case Division

AIU Member	Academic Unit
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	Department of Chemical & Physical Sciences
	Department of Economics
	Department of English & Drama
	Department of Mathematical & Computational Sciences - Computer Science - Statistics
	Department of Philosophy
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	Department of Mathematical and Computational Sciences Mathematics 300- & 400-level courses
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	Department of Language Studies
	Department of Management
	Department of Mathematical and Computational Sciences Mathematics 100- & 200-level courses
	Institute of Communication, Culture, Information and Technology
	Institute for Management and Innovation
	St. George / UTSC

In this toolkit, you will find useful resources and information related to academic integrity and its importance at UTM. We encourage all instructors to work with us to explore how we can collectively create a positive learning environment that emphasizes the value of academic integrity to all members of our community.

For further information on academic integrity at UTM, visit the Academic Integrity Website.

Please note that academic integrity cases for graduate courses at UTM are handled by the University of Toronto (UofT) School of Graduates Studies (SGS). Graduate instructors should consult the UofT SGS website for more details.

Preventing Academic Offenses

PROMOTING ACADEMIC INTEGRITY IN THE CLASSROOM

1. **Make your expectations clear. Be explicit about <u>what is</u> and <u>is not</u> allowed in your class.**
   - All faculty are required to include a section regarding academic integrity within their course syllabus. [See sample syllabus statement on page 10 or contact your department for guidelines].
   - Discuss what constitutes an offence (e.g. Plagiarism, unauthorized assistance, etc.).
   - Communicate your policies on submission of assignments, late penalties, and extensions. Clarify the conditions under which an extension would or would not normally be granted, and how you prefer students to make extension requests.
   - Reinforce these messages in class at the beginning of the year **and** again before assignments are due.

2. **Devote time in the classroom to discussing why Academic Integrity is important.**
   - Put it in the context of protecting their hard work and the value of their degree.
   - Remind them how critical integrity is in the working world.
   - Encourage continued discussion, including student questions and experiences.
   - Try to use active methods of educating students about academic integrity instead of passive ones. These include integrating academic integrity quizzes, reference guides, and tutorials. Reinforce the importance of the resources you have provided by referring to them in class and in your communications.

3. **Remind your students of some of the lesser-known academic offences at U of T.**
   - Submitting the same work more than once is not permitted without the permission of the instructor.
   - Allowing a friend to copy work can result in an allegation of misconduct. Students have a responsibility to protect their work.
   - Possession of an unauthorized electronic device (e.g. phone, calculator, smart watches) during a test or exam.

4. **Advise students that every year students are caught for committing academic offences and the consequences can be serious.**
   - Highlight that you take academic offences seriously by using an example from your own teaching experience and describe the sanction and the impact on the student.
   - Remind them that failure can result in not being able to progress in their program. An annotation may harm their chances at a job or graduate school. Suspensions could further delay their academic achievement.
   - Discuss strategies of prevention you've put in place for your course.

5. **Show students that you care about their success and help them help themselves.**
   - Emphasize that you are available to talk to them during your office hours.
   - Remind students of the many free resources available to assist them if they run into troubles of any kind, and help them develop the skills they need to succeed. A comprehensive list of academic resources is included on page 8 and can also be found at: http://www.utm.utoronto.ca/dean/undergraduates/academic-resources.

DETERRING BEHAVIOUR THROUGH COURSE AND ASSIGNMENT DESIGN

1. **Don't reuse tests/assignments:**
   - Change essay topics and multiple-choice questions often, and keep previous versions secure.
   - Students are now able to find previous versions of tests, essays on any topic and past assignments online and via social media, so changing materials can act as a barrier to plagiarism and unauthorized assistance.

2. **Use a Plagiarism Detection Tool and be sure to follow the regulations of use:**
   - A Plagiarism Detection Tool acts as an academic offence deterrent and encourages students to review their assignment submissions before they submit it for grading.
   - **Students must be informed at the beginning of a course of an instructor's intent to use a Plagiarism Detection Tool via their course syllabus (mandated statement is available on our website and on page 10). Instructors must provide students who opt-out of a Plagiarism Detection Tool with an offline alternative. The UofT also strongly recommends that students, rather than instructors, submit the student's work to the Plagiarism Detection Tool.** For more information on regulations of use, please see the **Plagiarism Detection Tool FAQ**http://teaching.utoronto.ca/ed-tech/teaching-technology/turnitin/turnitin-faq/.

3. **Request that students hand in draft materials, such as outlines and annotated bibliographies:**
   - Previous notes can help verify a student's work and provide added evidence in cases of purchased papers.
   - This evidence will help you to evaluate students on the entire writing process and ensure that both you and the students have an opportunity to head off potential problems.

4. **Don't assume that your students know what plagiarism is:**
   - Be clear that plagiarism includes copying the **words** of another person. Emphasize that any words or phrases copied directly from another source **must** be placed within quotation marks, as well as cited accurately.
   - Encourage students to use the valuable writing resources that exist at the Robert Gillespie Academic Skills Centre (RGASC) including workshops and one-on-one appointments.
   - Devote a tutorial to research and writing skills, including in-class writing assignments that allow students to practice skills such as summarizing and paraphrasing.

5. **Ask students to submit an "Academic Integrity Checklist" with each assignment.**
   - This reminds students of the assignment expectations and that it is their responsibility to meet them.
   - Hold a final test or exam in your course as one of several forms of evaluation.
   - This provides students with an incentive to complete all course work without shortcuts because they know they will be tested on their own knowledge of the course material.
   - Scramble question order on multiple-choice tests into two or more versions of the test to discourage wandering eyes.
   - Either you or your TA should circulate through the test/exam room as observers. Coach TAs to look for strange behaviour or communication between students.

6. **Enforce faculty examination rules and procedures at all tests. This will help prepare students for the expectations at their final exam.**
   - Do not allow pencil cases, backpacks, or bags at their desks. Specify what students are and are not allowed to have at their desks.
   - Remind students that no unauthorized aids are allowed, **including cellphones**. Possession,

regardless of use, is an offence under the Code.
- Check student ID cards and signatures whether your class is large or small.
- Instruct students not to write answers in large letters which are visible to wandering eyes.

RGASC ACADEMIC INTEGRITY QUERCUS MODULE

The RGASC has created student-facing modules to promote academic integrity that instructors can import directly into their course's Quercus page. Full information on these modules can be found on the RGASC website.

Requesting the RGASC Academic Integrity Quercus Module
If you are teaching and would like to add the Academic Integrity modules to your Quercus sandbox, please email academicskills.utm@utoronto.ca and provide:
- Course code; and
- Instructor's utoronto email address or UTORid.

You will be added as teacher to the AI module Quercus shell which will allow you to export the module.

Importing the RGASC Academic Integrity Quercus Module
Directions for importing the module into Quercus are as follows:

1. Select **Settings** (left side of the screen) from your course menu;

2. Click on the **Import Course Content** link on the right side of the page;

3. In **Import Content**, select **Content Type** and select **Canvas Course Export Package** file; ***You want - Copy a Canvas Course and then select from the drop-down menu RGASC Academic Integrity Modules (it does give you the option to rename).

4. Click on the **Choose File** or **Browse** button, depending on your browser, to select the course imscc export file that you wish to import;

5. **Select All content** or **Select specific content**;

6. Select the **Import** button.

You will now see the import status under **Current Jobs**.

If you specified **Select specific content**, you will now confirm which content is to be imported by clicking on **Select Content.**

Your files are now imported, and most of your course material can be found under **Modules**.

Responding to Potential Academic Offenses

ALLEGED ACADEMIC OFFENCES: WHAT TO DO

Unfortunately, despite your efforts to educate and discourage, academic offences can and will occur. Being vigilant and reporting offences will show students that:

- You are paying attention to what they do;
- You care about the fairness of the evaluation process; and
- The University is serious about preserving academic integrity.

Remember that everyone is responsible for reporting potential academic offences. Encourage your TAs to be as informed and vigilant as you are.

Offences must be reported and handled according to the processes outlined in the Code—**informal resolution is not allowed**. This:

- Protects the work of honest students and protects faculty from allegations of preferential treatment and academic misconduct;
- Avoids complications that can occur should the student challenge a grade incorrectly assigned for academic misconduct; and
- Ensures consistent handling and reporting of offences across departments and campuses.

Key things to remember:

1. If you believe an offence has occurred, **you must give the student an opportunity to meet with you** and discuss the matter.
2. **Instructors are not authorized to resolve a case. This includes assigning a penalty or suggesting what the penalty for an offence will be**.
3. **Students are not allowed to drop a course** when an allegation of an academic offence is under investigation or after a sanction has been imposed. Students are also not permitted to CR/NCR a course in which they have been assigned a penalty for academic misconduct.

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5 STEPS TO REPORTING AN OFFENCE

1. **Collect any evidence you may have regarding your suspicions:**
   - Keep the originals of the assignment/test/quiz/exam, etc.
   - Collect copies of source documents, testimonies of TAs or staff involved, or other supporting evidence.
   - Alert your departmental undergraduate advisor that you believe an offence may have occurred. They will ensure that a "GWR" (Grade Withheld pending Review) is placed on the student's course. A "GWR" will supersede any other marks or codes submitted for the course.

2. **Contact the student and establish a time to meet:**
   - Keep the request simple.
   - Do not make any accusations, but make the student aware of your concern.
   - An instructor should make **at least 3 attempts** to organize a meeting with the student. If the student fails to respond to the instructor's efforts to meet, the matter should be referred to the Chair/Associate Chair or Director who will then forward the matter to the Office of the Dean (this step of meeting with the instructor will be bypassed).

3. **Conduct an interview with the student in person and in private:**
   - You may invite someone else to be present, such as a TA, another faculty or staff member, who can take notes and assist you.
   - Give the student the opportunity to explain the circumstances as well as the opportunity to admit to the offence.
   - Avoid making accusations. For example, ask them to discuss their paper, their research methods and the sources that they have used. Ask about the particular passages of the paper that you have found to be suspicious and if they can identify their sources.
   - Be prepared with the documentation you have collected. Listen to the student's responses. If there are discrepancies, explain your concerns.
   - The student may become emotional. Have a list of emergency numbers on hand. If you are already concerned about the student's reaction - speak with someone from Campus Police and alert your department.
   - Make notes of your meeting (though a full transcription isn't necessary) to assist you in preparing a complete summary. You may need to refer to these notes if the matter is pursued further or if the case proceeds to the Divisional or Tribunal level.
   - <u>Do not</u> return the assignment in question to the student. <u>Do not</u> impose any sanctions on the student. <u>Do not</u> suggest what the sanction may be or advise the student to withdraw from the course. A student will be unable to drop a course they have committed an academic offence in. Encourage the student to continue in the course. When in doubt, please refer a student to the Academic Integrity Unit for more information about the academic integrity process.

4. **Determine whether or not you believe an academic offence has occurred:**
   - If the instructor believes an offence has occurred, the case must be forwarded to the Chair.
   - If the instructor is satisfied that no offence has been committed, s/he will inform the student and no further action will be taken unless other evidence comes forward.
   - If the instructor is not sure whether an offence has occurred, s/he should contact the either their Chair, Undergraduate Advisor or staff in the AIU for advice on how to proceed.

5. **Provide a brief written summary of your finding and report the matter to your Department Chair/Associate Chair or Director:**
   - The instructor should prepare a written report as soon as possible and forward this with original assignment(s) and originals of the evidence (<mark>highlighted to make clear the offence</mark>) to the Chair/Associate Chair/Director. Include information on the weight of the assignment, the course outline and any information given to the student with regard to academic integrity. The case submission on page 11 may help you at this stage.
   - Instructors are invited to attend decanal meetings. An e-mail invitation from the Office of the Dean will be sent to your UTOR e-mail address. Please note that this may take several months, as it does take time for a file to be processed and reviewed at the Decanal level.

ONCE AN OFFENCE HAS BEEN REPORTED

Once an offence has been reported to the department, one of two things may occur:

1. If the value of the work is <u>10% or less</u> AND the student has admitted to committing an offence AND this is the student's first offence, the matter can be resolved within your Department. You can check a student's academic offence history by having your undergraduate advisor contact staff in the Academic Integrity Unit . Your Chair/Associate Chair/Director may assign a sanction, or work with you in determining one. Note that more severe offences (e.g. forgery, impersonation, purchasing papers etc.) must be forwarded to the Decanal Level for resolution.

2. If the value of the work is <u>more than 10%</u> of the course grade OR the student does not admit guilt OR this is not the student's first offence, the matter must be forwarded to the Decanal level. Provide your Chair/Associate Chair/Director with the materials (or copies of) you have collected, which will be forwarded with the Chair's report to the AIU.

<u>Once a meeting has been held at the Decanal Level, the Office of the Dean will inform the instructor of the outcome via their department:</u>

- If the case has been resolved at the Decanal level, a Mark Change Form will be sent to the instructor (via the department) and must be completed by the instructor and the Chair/Associate Chair/Director. Please note that the code of GWR (NOT the sanction or annotation) will appear on a student's record until this form has been completed and thus it important that the Mark Change Form be completed as soon as possible.

- Should the Office of the Dean be unable to resolve the case, the case will be forwarded to the Tribunal for resolution. The purpose of the Tribunal hearing is to weigh the evidence for the academic offence and determine whether or not the student is guilty of academic misconduct. Instructors and other staff may be asked to attend or testify at the Tribunal hearing, but this happens on a case by case basis.

ACADEMIC INTEGRITY & REMOTE LEARNING

Please be advised that processes for reporting potential academic offenses have not changed amidst the current COVID-19 situation and the AIU continues to operate as normal.

With the recent move to remote learning, the AIU recognizes that instructors may be faced with new and unprecedented challenges in fostering a culture of academic integrity in their virtual classroom. Instructors are encouraged to modify the language in their course syllabi to remind students that the expectations set out in [the Code of Behaviour on Academic Matters](#) apply regardless of the course delivery method. A sample syllabus statement is provided on [page 10](#).

[The Centre for Teaching Support & Innovation](#), in consultation with the Division of the Vice-President & Provost and the Office of the Vice-Provost, Academic Programs, has prepared the following guide to help instructors prepare for the upcoming terms: [Academic Integrity and Teaching Online/Remotely](#). Many of the strategies included in this guide are adapted from the [Smart Strategies](#) section of the [University of Toronto Academic Integrity website](#) to suit the online teaching and assessment environment. As this is a tri-campus guide, UTM instructors should be careful to follow through with the instructions on the linked pages to ensure that they arrive at UTM's divisional supports.

For convenience, direct links to some relevant divisional resources are provided below:

- [Academic Integrity Unit: Message Regarding COVID-19](#)

- [Accessibility Services: COVID-19 Updates for Faculty](#)

- [Information & Instructional Technology Services](#)

- [Robert Gillespie Academic Skills Centre: Teaching and Learning Support for Instructors](#)

- [UTM Library: Teach Anywhere for Faculty](#)

Resources for Students

ACADEMIC INTEGRITY RESOURCES

Academic Integrity Unit Staff – Office of the Dean, UTM:
Manages academic discipline proceedings at UTM. Provides information to students, staff and faculty about the academic integrity process.

- Website: http://www.utm.utoronto.ca/academic-integrity/
- E-mail: academicintegrity.utm@utoronto.ca
- Phone: (905) 569-4284

Downtown Legal Services (University Affairs Division):
Downtown Legal Services is both a community legal clinic and a clinical education program, operated by the Faculty of Law at the University of Toronto.

- Website: http://downtownlegalservices.ca/
- E-mail: law.dls@utoronto.ca
- Phone: (416) 978-6447

University of Toronto Mississauga Student Union:
Provides advice, support, and guidance to students undergoing academic discipline proceedings.

- Website: http://utmsu.ca/academic-advocacy/
- E-mail: academic.advocacy@utmsu.ca
- Phone: (905) 569-4676

ACADEMIC RESOURCES

For a complete and updated list, please visit:
http://www.utm.utoronto.ca/dean/undergraduates/academic-resources.

The Robert Gillespie Academic Skills Centre:
Offers a full range of workshops, seminars and individual consultations to help UTM students identify and develop the skills they need for success in their studies.

- Website: http://www.utm.utoronto.ca/asc/welcome
- E-mail: academicskills.utm@utoronto.ca
- Phone: (905) 828-3858

One-on-One Library Research Help:
Provided through the University of Toronto Mississauga Library. Offers students help with library research through a variety of online and offline options

- Website: http://library.utm.utoronto.ca/contact
- E-mail: research.utml@utoronto.ca
- Phone: (905) 828-5237

Old Exams Repository:
Provided through the University of Toronto Library. Offers access to old exams from all three campuses.

Faculty must submit their exams to be added to this collection so not all courses will be found here.

- Website: https://exams.library.utoronto.ca/
- E-mail: askutml.utm@utoronto.ca
- Phone: (905) 828-5236

Writing at the University of Toronto:
Website which provides helpful information about UofT's expectations in academic writing, including useful tips on researching, editing, and referencing.

- Website: http://www.writing.utoronto.ca/

PERSONAL AND GENERAL RESOURCES

Health & Counselling Centre:
Offers personal counselling, group counselling, and psychiatric care to assist students experiencing a wide range of challenges.

- Website: http://www.utm.utoronto.ca/health/
- E-mail: health.utm@utoronto.ca
- Contact: (905) 828-5255

Accessibility Services:
Offers services and academic accommodations to students who have a documented learning, physical, sensory, mental disabilities, or medical conditions.

- Website: http://www.utm.utoronto.ca/accessability/
- E-mail: access.utm@utoronto.ca
- Contact: (905) 569-4699

Good2Talk:
Ontario's new helpline for post-secondary students offers professional counselling, mental health and addictions information, and connections to local resources.

- Website: http://www.good2talk.ca/
- E-mail: http://www.good2talk.ca/contact/
- Contact: 1-866-925-5454

International Education Centre:
Offers services, transitional programming, and a place to call home for both international and internationally-minded students studying at UTM.

- Website: http://www.utm.utoronto.ca/international/
- E-mail: international.utm@utoronto.ca
- Contact: (905) 569-4716

Sample Syllabus Statements

ON ACADEMIC INTEGRITY

Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student's individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously. *The University of Toronto's Code of Behaviour on Academic Matters* outlines the behaviours that constitute academic dishonesty and the process for addressing academic offences. Potential offences include, but are not limited to:

In papers and assignments:
1. Using someone else's ideas or words without appropriate acknowledgement.
2. Submitting your own work in more than one course without the permission of the instructor.
3. Making up sources or facts.
4. Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:
1. Using or possessing unauthorized aids.
2. Looking at someone else's answers during an exam or test.
3. Misrepresenting your identity.

In academic work:
1. Falsifying institutional documents or grades.
2. Falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes.

With regard to remote learning and online courses, UTM wishes to remind students that they are expected to adhere to the Code of Behaviour on Academic Matters regardless of the course delivery method. By offering students the opportunity to learn remotely, UTM expects that students will maintain the same academic honesty and integrity that they would in a classroom setting. Potential academic offences in a digital context include, but are not limited to:

Remote assessments:
1. Accessing unauthorized resources (search engines, chat rooms, Reddit, etc.) for assessments.
2. Using technological aids (e.g. software) beyond what is listed as permitted in an assessment.
3. Posting test, essay, or exam questions to message boards or social media.
4. Creating, accessing, and sharing assessment questions and answers in virtual "course groups."
5. Working collaboratively, in-person or online, with others on assessments that are expected to be completed individually.

All suspected cases of academic dishonesty will be investigated following procedures outlined in *the Code of Behaviour on Academic Matters*. If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, you are expected to seek out additional information on academic integrity from your instructor or from other institutional resources (see https://www.utm.utoronto.ca/academic-integrity/resources/students).

ON PLAGIARISM DETECTION TOOLS

Students must be informed at the start of the course that the instructor will be using a Plagiarism Detection Tool. The course syllabus must include the following unaltered statement:

> Normally, students will be required to submit their course essays to the University's plagiarism detection tool for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the tool's reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of this tool are described on the Centre for Teaching Support & Innovation web site (https://uoft.me/pdt-faq).

Ouriginal is the new Plagiarism Detection Tool that is being used at the UofT. It replaces Turnitin.com as a Quercus assignment option, effective October 11, 2021.

Turnitin.com will officially no longer be available as of October 11th, 2021, and is not recommended for use in the Fall 2021 term. After October 11th, 2021, it will not be possible to download Turnitin reports anymore, so if there are any ongoing academic integrity cases, the reports must be downloaded before that date. Turnitin papers will become part of the Ouriginal system, so going forward, it will be possible to check any new submissions to the Canvas Ouriginal integration against submissions UofT has received over the past 10 years.

Academic Integrity Checklist

CHECKLIST FOR STUDENTS TO COMPLETE AND SUBMIT WITH ASSIGNMENT

Academic Integrity Checklist

Assignment Name
Course Name
Instructor Name

I, <u>Student Name</u> , affirm that this assignment represents entirely my own efforts.

I confirm that:

- ☐ I have acknowledged the use of another's ideas with accurate citations.
- ☐ If I used the words of another (e.g., author, instructor, information source), I have acknowledged this with quotation marks and proper citation.
- ☐ When paraphrasing the work of others, I used my own words (not merely using synonyms or rearranging the sentence structure). I have also appropriately cited the source(s) of the idea(s).
- ☐ I have checked my work against my notes to be sure I have correctly referenced all direct quotes or borrowed ideas.
- ☐ My bibliography includes only the sources used to complete this assignment.
- ☐ This is the first time I have submitted this assignment (in whole or in part) for academic credit in any year and/or at any institution.
- ☐ Any proofreading by another was limited to indicating areas of concern which I then corrected myself. All changes (including grammar correction) were entirely my own.
- ☐ This is the final version of my assignment and not a draft.
- ☐ I have kept and will continue to keep my work to myself and did not/will not share answers or content with others, unless otherwise directed by my instructor.
- ☐ I understand the consequences of violating the University of Toronto's academic integrity policies as outlined in the *Code of Behaviour on Academic Matters*.

By signing this form I agree that the statements above are true.

If I do not agree with the statements above, I will not submit my assignment and will consult the course instructor immediately.

Student Name:_____ Signature: _____

Date:_____

Academic Integrity Unit
Office of the Vice-Principal Academic and Dean

UNIVERSITY OF TORONTO MISSISSAUGA

Academic Offence Allegation Checklist:
Resolved in the Department

Part 1: Course and Student Information

Student name: _____   Course (e.g. PSY202H5F): _____

Student number: _____   Session (e.g. 2021 9): _____

Student e-mail: _____   Date of assignment: _____

Type of assignment: _____   Value of work: _____

Instructor's name: _____   Instructor's e-mail: _____

Part 2: Student and Instructor Meeting (instructor cannot impose sanctions)

Date of Meeting: _____   Type of Offence: _____

Admitted Guilt: Yes   No

Part 3: Student and Instructor Meeting (instructor cannot impose sanctions)
Please note that items below are <u>REQUIRED</u> by the Academic Integrity Unit.

Undergraduate advisor: Check AO history with the AIU and request GWR by email.

Instructor summary, including instructor/student interview notes and details of the alleged offence (see Page 2).

Original assignment, assignment instructions, test/exam, medical note, etc.

Supporting documentation: Plagiarism detection report(s), PDF source documents (highlighted), email correspondence with

student(s).

Course syllabus/outlines, handouts, information provided to students on academic misconduct.

Part 4: Chair's Review: Chair reviews documentation provided by instructor to determine next step

No Sanction Imposed *(Chair believes that NO academic offence was committed)*

Part 5: Administrative Details

Cases may only be resolved by department if they meet **<u>all</u>** of the following criteria:
- Student admitted guilt
- The offence is worth 10% or less
- The case is **<u>not</u>** egregious (i.e. forgery, impersonation, purchasing, misrepresentation, etc.)
- The student has **<u>no</u>** prior offences

Sanction letter prepared and sent to student

Copy of sanction letter and case file documents (originals) sent to the Dean's Office

Copy of sanctions letter to instructor

Student may NOT withdraw from a course in which an offence has occurred and a sanction imposed.

Signature of Chair/Director/Faculty AI Designate: _____ **Date:** _____

Prepared by: _____   Date: _____

Instructor Summary (if you required additional space, please attach a separate page):

If you think that the student is in distress and requires further support, please consult the following link (for Faculty and staff): https://www.utm.utoronto.ca/mental-health-supports/welcome. Include the support you contacted in the details of the meeting.

Please send your case information to the appropriate AI representative.	
Alexandra Chee *Academic Integrity Assistant* alexandra.chee@utoronto.ca	Department of Biology Department of Chemical & Physical Sciences Department of Economics Department of English & Drama Department of Mathematical & Computational Sciences • Computer Science • Statistics Department of Philosophy Department of Visual Studies Institute for the Study of University Pedagogy
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UNIVERSITY OF TORONTO MISSISSAUGA

Academic Integrity Unit
Office of the Vice-Principal Academic and Dean

Academic Offence Allegation Checklist:
For Resolution by the Office of the Dean

Part 1: Course and Student Information

Student name: _____   Course (e.g. PSY202H5F): _____

Student number: _____   Session (e.g. 2021 9): _____

Student e-mail: _____   Date of assignment: _____

Type of assignment: _____   Value of work: _____

Instructor's name: _____   Instructor's e-mail: _____

Part 2: Student and Instructor Meeting (instructor cannot impose sanctions)

Date of Meeting: _____   Type of Offence: _____

Admitted Guilt: Yes   No

As the course instructor, you're invited to attend the Decanal level meeting. Would you like to attend?   Yes   No
For complex cases, the Dean's Designate may request that you attend this meeting.

Is this case related to another allegation of misconduct?   Yes   No

If yes, please provide the other student's name and number: _____

Part 3: Report by Instructor to Chair of Department (include the following):

Please note that items below are <u>REQUIRED</u> by the Academic Integrity Unit for case processing. If any of the items below are not included the case will be returned to the department.

Undergraduate advisor: Check AO history with the AIU and request GWR by email.

Instructor summary, including instructor/student interview notes and details of the alleged offence (see page 2).

Original assignment, assignment instructions, test/exam, medical note, etc.

Supporting documentation: Plagiarism detection report(s), PDF source documents (highlighted), email correspondence

with student(s).

Course syllabus/outlines, handouts, information provided to students on academic misconduct.

Student's marks and weight of each course component. The student's accumulated grade in the course factoring in the

assignment(s) in question as a grade of zero (see page 3).

If the instructor is unable to meet with the student provide a record of all attempts to arrange a meeting.

Part 4: Chair's Review/Administrative Details:

Referral to the AIU if one or more of the following:
- Student does not admit guilt
- It is not the student's first academic offence
- Assignment/test is worth more than 10%
- Egregious cases, including forgery, impersonation, purchasing, misrepresentation, etc., must be referred to the AIU
- Students may NOT CR/NCR or withdraw from a course in which an offence has occurred and a sanction imposed

Instructor's report and documents reviewed (see part 3 above).

Student informed of next steps.

Prepared by: _____   Date: _____

Instructor Summary (if you required additional space, please attach a separate page):

If you think that the student is in distress and requires further support, please consult the following link (for Faculty and staff): https://www.utm.utoronto.ca/mental-health-supports/welcome. Include the support you contacted in the details of the meeting.

Student Grades (includes student's cumulative grade in the course with a zero on the assessment in question)

Signature of Chair/Director/Faculty AI Designate: _____   **Date:** _____

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