

U of T Scarborough

Academic Integrity Process for Faculty/Staff



1. COMPILE EVIDENCE

- If you feel an offence has occurred, compile all the necessary and supporting documentation.
- Documentation can include the original assignment/exam in question, plagiarism detection tool report, sources of plagiarism, any communication, answer key or grading rubrics, course syllabus and any other document containing assignment/exam instructions.
- Once the evidence is compiled, schedule a meeting with the student.
- Please note that under the Code of Behaviour on Academic Matters, instructors are not empowered to sanction students themselves.

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2. MEET WITH STUDENT

- Discuss your concerns surrounding the piece of work. Show their assignment and highlight ways to avoid this situation in the future.
- If this meeting clarifies the matter, you do not need to report anything.
- If you still feel an offence occurred and the assignment/exam is worth less than 10%, this be handled by your department Chair.
- If you still feel an offence occurred and the assignment/exam is worth more than 10% (or the student either has a prior offences) or the student does not respond to two meeting requests, send the case files to your Chair for review to submit to the Academic Integrity Office.

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3. SUBMIT GWR + COLLECT FILES FOR SUBMISSION

- When submitting case files to your Chair, also submit a completed Academic Offence Allegation Form along with a list of the student's other marks in the course so far.
- The Chair will review the case and sign off on the Allegation Form. In some cases, they may also request a meeting with the student.
- Submit a grade of GWR with the course grades and/or as an amendment through eMarks for the student.
- If the course is ongoing, continue to mark all of the student's course work.

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4. CHAIR SUBMITS CASE TO AIO

- Once the Chair signs off on the case, it will be uploaded to the Academic Integrity SharePoint.
- The Academic Integrity Office (AIO) team and a Dean's Designate (DD) will review the case and determine next steps.
- The DD and AIO will reach out to the student with either an Allegation Letter inviting the student to a meeting or a Decision Letter package with a proposal to resolve the matter. You will be cc'd and your are welcome to attend the meeting as well (not mandatory).

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5. UPDATE COURSE MARK

- Once the case is resolved, the instructor and Chair will be copied on the email with the Sanction Letter, Resolution Letter, or signed Admission Statement.
- Use this final letter to amend or restore the student's mark within the following 30 days. If you need any assistance with making the update, check with your department for guidance or reach out to the Registrar for support.
- Contact the AIO if you have questions about how to amend the student's mark according to the outlined sanctioned.

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