

Academic dishonesty flowchart for instructors

When you suspect a violation, follow these steps:

1 Document what you've noticed

What seems off?

2 Gather evidence

- assignment instructions
- student submission
- other comparators
- version history
- discrepancy with student's other work

3 Email the Notice of Alleged Academic Integrity Violation

Send to student within 10 business days of noticing the issue

Download the notice here →



4 Wait maximum 10 business days for the student to respond

If they do not respond, note that and take the next step in their absence

5 Meet with the student/ allow them to respond to gather additional information

- invite them to speak to the work
- note their responses and whether they demonstrate sufficient knowledge and understanding of the material

6 Decide whether it is more likely than not that a violation has occurred

If not, **the process ends here** and the student should be informed

* Consult your departments' Academic Integrity Advisor if you would like assistance interpreting the policy, assessing evidence or determining an appropriate response.

If you have decided that a violation **has occurred**:

7 Consider:

- a) the extent of the dishonesty
 - b) whether it was deliberate
 - c) the value of the work as a course component
 - d) whether or not it was an isolated incident
 - e) any other circumstances
- and note your rationale**

* **Note:** if you believe a different penalty is required (or if the penalty chosen would fail the student in the course, please refer to the Chair/Director (See section 6 of the policy).

8 Impose one or more of the following:

- give a warning and assign the appropriate Integrity in Practice module
- require the student to redo the work or do supplementary work
- assign a grade deduction on the work
- assign a grade of 0 on the work

10 Email the report within 10 business days of meeting with the student

This final, critical step gives the student the opportunity to appeal and is the culmination of your thorough process.

- email your report (which contains all your evidence and rationale for the penalty) to the Office of the Registrar and Enrolment Management (OREM), cc'ing the Chair/Director (and delete your copies/record)
- inform the student that the OREM keeps the report and will refer to it again if there is another violation

9 Email completed Academic Integrity Incident Report to the student

- invite them to respond to the report and/or note any discrepancies (see "Student response" section on p. 3 of the Incident Report)
- give the student a deadline to respond within 10 business days of meeting with you

Download the report here →



Visit our website for more information:
uvic.ca/learningandteaching/how-to/academic-integrity