



Academic Integrity Guide

The UTMSU appreciates the
invaluable support from the
Academic Integrity Unit (AIU) at the
University of Toronto Mississauga for
its guidance during the development
of this resource.

NOTE:

This guide was produced by the UTMSU and is not an official publication of the AIU nor affiliated with the University of Toronto Mississauga and should not be considered a replacement for reading the Code of Behaviour on Academic Matters (CBAM) or any other documents relating to matters of academic integrity provided by the university.

Table of Contents

01	The UTMSU and Academic Advocacy
02	What is an academic offence (AO)?
03	What constitutes an offence under the CBAM?
04	What if I didn't mean to commit an offence?
05	Academic Integrity Process
07	Departmental
08	Decanal
09	Tribunal
10	What are the sanctions for AOs?
13	Who can I speak to for advice?
14	Academic Integrity in Exams
15	The Use of Generative AI
18	Resources
22	Frequently Asked Questions

A Letter from the

UTMSU ACADEMIC INTEGRITY TEAM

Dear UTM Students,

We appreciate you taking the time to read the UTMSU Academic Integrity Guide.

As students in a post-secondary institution, you face immense pressure to be successful, and adhere to the academic integrity expectations set by the University. However, this is not always an easy process to navigate regardless of if you are a domestic or international student.

Given this, we hope that you use this guide as a resource to build a stronger understanding of the academic integrity process, sections of the code that might be difficult to interpret, and the risks associated with using generative AI.

The UTMSU will always be a resource for you as students, and we hope that you get in touch with the Academic Integrity Team at UTMSU in you have any inquiries or are facing academic integrity allegations. Do not hesitate to reach out - we're here to help!

*Manaal Fatima,
2025/2026 UTMSU VP University Affairs*



The UTMSU and Academic Advocacy

Academic advocacy has been a central campaign in the UTMSU for many years. The UTMSU actively supports and advocates for students, ensuring that they are always aware of their academic rights and that UofT policies are always upheld in every situation they may find themselves in. This not only encompasses our support for students as they navigate academic offence cases, petitions, and appeals, but also campaigns relating to academic policies, such as SAC, CR/NCR, etc. We will always be a resource to guide, educate, and assist students on matters of academic integrity.



What is an Academic Offence?

An academic offence is when a member of the university is found to be in violation of the principles of academic integrity as outlined in the **Code of Behaviour on Academic Matters (CBAM)**, the document which defines academic integrity policies at UofT. There are processes set in place at UofT to detect, investigate, and respond to possible violations of the Code that are important to be aware of and understand as undergraduate students.

What is the CBAM?

- a. The CBAM is the University's central policy that defines academic integrity and discipline at UofT. It outlines the processes for addressing allegations of academic misconduct, the potential sanctions, and the rights and responsibilities of students.

What constitutes an offence under the CBAM?

The CBAM defines offences for a student to:

01

Commit forgery

to forge or in any other way alter or falsify any document or evidence required by the University, or to utter, circulate or make use of any such forged, altered or falsified document, whether in print or electronic form;

02

Use unauthorized aid/assistance

to use or possess an unauthorized aid or aids or obtain or provide unauthorized assistance in connection with any form of academic work;

03

Impersonate

to impersonate another person, or to have another person impersonate, in connection with any form of academic work;

04

Plagiarise

to represent as one's own any idea or expression of an idea or work of another in connection with any form of academic work, i.e. to commit plagiarism;

05

Resubmit work

to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work that has previously been submitted or is currently in the submission process in another course or program of study in the University or elsewhere;

06

Concoct references/information

to submit any academic work containing a purported statement of fact or reference to a source which has been concocted.

Note:

There is a general academic dishonesty clause for cases (6.B.) that covers additional offences not mentioned above. Please refer to the CBAM for a complete list of offences.

? What if I didn't mean to commit an offence?

There is an expectation that students read and understand the CBAM throughout their time at UTM. So, while many students do not mean to commit an academic offence, if they do so accidentally, it is not admissible to cite a lack of familiarity with academic integrity policy. The CBAM mentions specifically that "wherever in this Code an offence is described as depending on "knowing", the offence shall likewise be deemed to have been committed if the person ought reasonably to have known" (CBAM, page 5).

Likewise, if a student has committed an academic offence without the intention of violating the principles of the CBAM, the University will perceive it as an offence regardless of the intent, and will treat the case as they would any other.

Example: carrying airpods in your pocket in an exam hall counts as academic misconduct even if they weren't used, turned on, or brought into the hall with the intention of using them as an unauthorised aid.



So you've been accused of an academic offence...

If you've received an email from your professor asking for a meeting to discuss a potential breach of academic integrity, it's important to first read it carefully and in full.

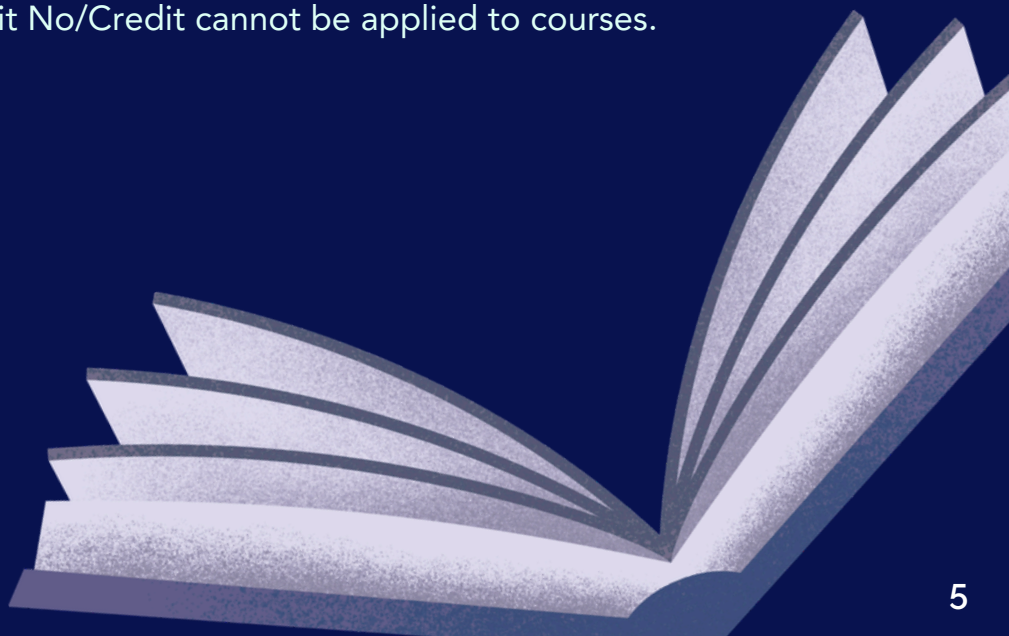
It can be a very stressful process and the first step is to make use of your resources, which consist of the Academic Integrity Unit (AIU), the UTMSU, and several other sources to receive more information regarding breaches of academic integrity.

What happens next?

Your professor will ask to meet with you to discuss the allegation in more detail. Make sure to ask all of the questions you have, read the CBAM before your meeting, and be as clear as possible in your conversation. It is important to know that any details you provide in this meeting will be considered confidential and thereby not admissible evidence at the Decanal and Tribunal level.

What is a GWR?

A Grade Withheld Pending Review (GWR) notation is added to a transcript when an instructor suspects that an academic offence may have occurred, and they wish to investigate further. A GWR notation means that a student may not drop the course or graduate until the case is resolved. Additionally, academic policies such as the Credit No/Credit cannot be applied to courses.



Academic Integrity Process

Receiving a notice of an academic integrity concern can be stressful and overwhelming, particularly if you are unfamiliar with the process. However, understanding what to expect can help you navigate the situation more confidently and make informed decisions about your next steps.

What is a Dean's Designate Meeting?

The purpose of the Dean's Designate meeting is to provide students with the opportunity to speak directly with the Dean's Designate and share their perspective on the allegation. It is also an opportunity to present any additional information, clarification, or evidence that may not have been discussed during the initial meeting with the instructor.

Prior to the meeting, you will receive an email from the Academic Integrity Unit (AIU) outlining the details of the allegation, including the date of the alleged incident, the course and assessment involved, and the specific academic offence charge being considered. The email will also contain a link to schedule your meeting with the Dean's Designate. You will be asked to select an available date and time by a specified deadline.

The email will also inform you that you may seek advice from, or be represented by, legal counsel during the meeting. In addition, representatives from the UTMSU are available to support you and may attend the meeting with you if you wish.

What is the role of the Department Chair?

In most cases, students will not meet directly with the Department Chair. The Department Chair reviews academic integrity cases and helps determine the appropriate next steps in the process, but they typically do not meet with students unless their involvement is required, such as when the instructor is unavailable or unable to participate in the process.

The Department Chair may impose sanctions only in limited circumstances: when the assessment is worth 15% or less of the final course grade, the student admits responsibility for the offence, and it is the student's first academic offence. Cases involving assessments worth more than 15% of the final grade are forwarded directly to the Dean's Office for review.

The Department Chair also reserves the right to refer any case to the Dean's Office, regardless of the weight of the assessment.

Departmental

What are the responsibilities of the Instructor?

When the instructor has reasonable grounds to believe that an academic offence has been committed, they must inform you immediately of the act or conduct, give reasons, and then invite you to a discussion. Nothing you say in this discussion may be used as evidence against you for the alleged offence. If after this discussion the instructor believes you have not committed an academic offence, there is no further action.

If the instructor does believe you've committed an academic offence, or if you don't respond to their invitation for discussion, they'll make a report of your case to the department chair or to the dean through the department chair.

Decanal

Failed to respond to the AIU email?

Under section 17(f) of the CBAM, if a student does not respond by the deadline to an invitation to meet with a Dean's Designate about an alleged offence, the non-response they will be deemed to have admitted and sanctions that were specified in the notice will be imposed.

If a sanction is imposed based on a deemed admission, the student may request to withdraw that deemed admission and meet with the Dean's Designate within three months of the sanction being imposed, or beyond three months if they can show that they did not receive notice of the original meeting through no fault of their own.

When will a case be referred to the University Tribunal?

Under the CBAM, a case is typically referred to the Tribunal when:

- The proposed sanction exceeds the Dean's Designate's jurisdiction (e.g. a suspension longer than they may impose, or expulsion);

- The student does not admit guilt and the Dean's Designate believes that an academic offence may have taken place; or
- The seriousness or history warrants it (e.g. cases involving multiple priors, or significant academic advantage or harm).

Tribunal

My case has been referred to the University Tribunal. What can I expect?

If your case has been referred to the Tribunal, it means the matter will proceed to a formal hearing rather than being resolved at the Dean's level. You will receive written notice outlining the allegations, the specific sections of the CBAM involved, along with disclosure of the evidence. You have the right to be represented by legal counsel or accompanied by an advisor.

At the hearing, a panel will consider the University's case and your response, and determine responsibility on a balance of probabilities. The Tribunal panel consists of a Chair (who is legally trained), a faculty member, and a student member. If you are found responsible, the Tribunal may impose sanctions and you will receive a written decision with reasons and information about any appeal rights.

If the Tribunal panel finds you to have committed the offence, the Panel will listen to more evidence and submissions about the appropriate sanction and then determine the penalty or sanction to be imposed on you.

What are the sanctions for AOs?

Decanal & Divisional Sanctions:

Sanctions are imposed in the process of resolving matters of academic misconduct based on the Code of Behaviour on Academic Matters.

They vary depending on several factors, including, but not limited to, the nature of the offence, the level at which the case is resolved, the student's history of academic misconduct at UofT. In addition, multiple of these sanctions can apply together.

Below, is an inexhaustive list of Decanal/Divisional level sanctions, which vary from sanctions resolved departmentally.

1. an oral and/or written **reprimand**;
2. an oral and/or written **reprimand** and, with the permission of the instructor, **the resubmission of the piece of academic work** in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
3. assignment of a **grade of zero or a failure** for the piece of academic work in respect of which the offence was committed;
4. assignment of a penalty in the form of a **reduction of the final grade in the course** in respect of which the offence was committed;
5. **denial of privileges** to use any facility of the University, including library and computer facilities;
6. a **monetary fine to cover the costs** of replacing damaged property or misused supplies in respect of which the offence was committed;
- g) forfeiture of an unauthorized aid or aids;
7. assignment of a **grade of zero or a failure for the course** in respect of which the offence was committed;

Note: The sanctions listed are taken directly from the Sanctions section of the CBAM. Please refer to the CBAM for a more complete list of sanctions.

What are the sanctions for AOs?

Tribunal Sanctions:

1. an oral and/or written reprimand;
2. an oral and/or written reprimand and, with the permission of the instructor, the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
3. assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
4. assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed;
5. denial of privileges to use any facility of the University, including library and computer facilities;
6. a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed;
7. forfeiture of any unauthorized aid or aids used in the offence;
8. assignment of a grade of zero or a failure for any completed or uncompleted course or courses in respect of which any offence was committed;

Note: The sanctions listed are taken directly from the Sanctions section of the CBAM. Please refer to the CBAM for a more complete list of sanctions.

9. suspension from attendance in a course, or courses, a program, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Tribunal. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed;
10. The Tribunal has power only to recommend that such a penalty be imposed. In any such case, the recommendation shall be made by the Tribunal to the President for a recommendation by the President to the Governing Council. Expulsion shall mean that the student shall be denied any further registration at the University in any program, and their academic record and transcript shall record this sanction permanently. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed. If a recommendation for expulsion is not adopted, the Governing Council shall have the power to impose such a lesser penalty as it sees fit.
11. cancellation of degree
 - a. recommendation to the Governing Council for revocation or suspension of one or more degrees, diplomas or certificates obtained by any graduate or for cancellation of one or more degrees, diplomas or certificates set to be obtained by a graduand; or
 - b. cancellation of academic standing or academic credits obtained by any former student who, while they were a student, committed any offence which if detected before the granting of the degree, diploma, certificate, standing or credits would, in the judgement of the Tribunal, have resulted in a conviction and the application of a sanction sufficiently severe that the degree, diploma, certificate, standing, credits or marks would not have been granted.

Note: The sanctions listed are taken directly from the Sanctions section of the CBAM. Please refer to the CBAM for a more complete list of sanctions.



Who can I speak to for advice?

Students facing an academic offence hearing are strongly encouraged to seek legal representation because tribunal proceedings can have significant academic consequences, including suspension, expulsion, or a notation on their academic record. A legal representative can help students understand the process, evaluate the evidence, prepare their case, protect their procedural rights, and effectively present arguments during the hearing. Having knowledgeable support can help ensure that students are able to participate fully and confidently in a process that may have long-term impacts on their academic future.

UofT students have access to free legal advice and representation through [Downtown Legal Services](#) (DLS).

Academic Integrity in Exams

What to avoid during exams

The UTMSU understands that the experience of writing a final exam can be an extremely frustrating process regardless of if it's your first time.

There is an expectation set by the university that students have to abide by a certain set of rules for examinations which are recited at the beginning of each exam for the purpose of ensuring all students have a fair environment.

Students found in violation of such rules may face disciplinary action including academic misconduct allegations.

Instructors, Invigilators, and Chief Presiding Officers (CPO's) have the intention of identifying any signs exhibiting academic dishonesty during exams which can include the following.

 Starting your exam early

 Verbal or written communication between students

 Looking at another student's test paper

 Passing notes

 Notes written on paper but hidden in clothing

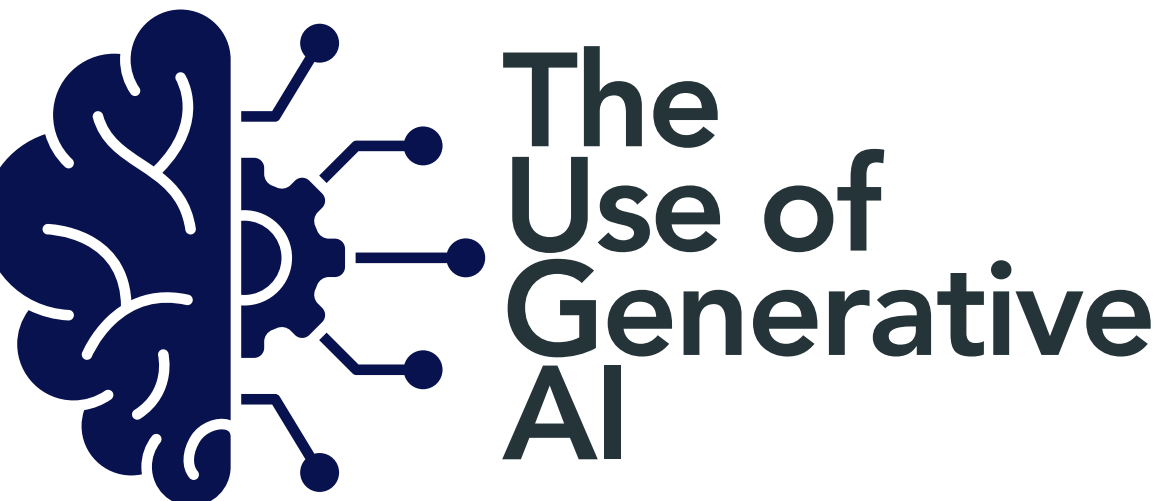
 Notes written on hands, arms, clothing, rulers, etc

 Continuing to write after the exam period has finished

 Hidden cameras or earpieces

 Unauthorized electronic devices (ex. calculators, smartphones, etc.)

 Smart devices outside of the clear, sealable plastic exam bags provided



The Use of Generative AI

UofT's Current Policy on Generative AI

At the University of Toronto, students are not permitted to use generative AI tools unless their instructor has explicitly authorized it. Using generative AI tools without permission is an offence under the CBAM.

In the event that you **do receive permission** to use AI by your instructor:

- Be very careful to follow all the guidelines
- Should not assume every instructor has the same policy on Generative AI for every single course they teach
- There may be additional rules to follow
- For instance, you may need to identify the sections that were generated by AI, or include the specific prompts and outputs used in an appendix

How do I know if I am able to use Generative AI in a course?

- Course syllabus and rules regarding authorized aids
- Review instructions carefully for every assessment
- Check in with your instructor if there is any lack of clarity before any usage of aids such as paraphrasing apps or Grammarly's AI writing partner service, which originate from generative AI and certain courses may not permit their use.

How do I know if Generative AI is permitted in a course?

You should always consult with your instructor the course syllabus, and rules regarding authorized aids.

The risks associated with using Generative AI

While generative AI can be a beneficial tool for studying, it is crucial that you improve your own skills and form your own understanding of course material.

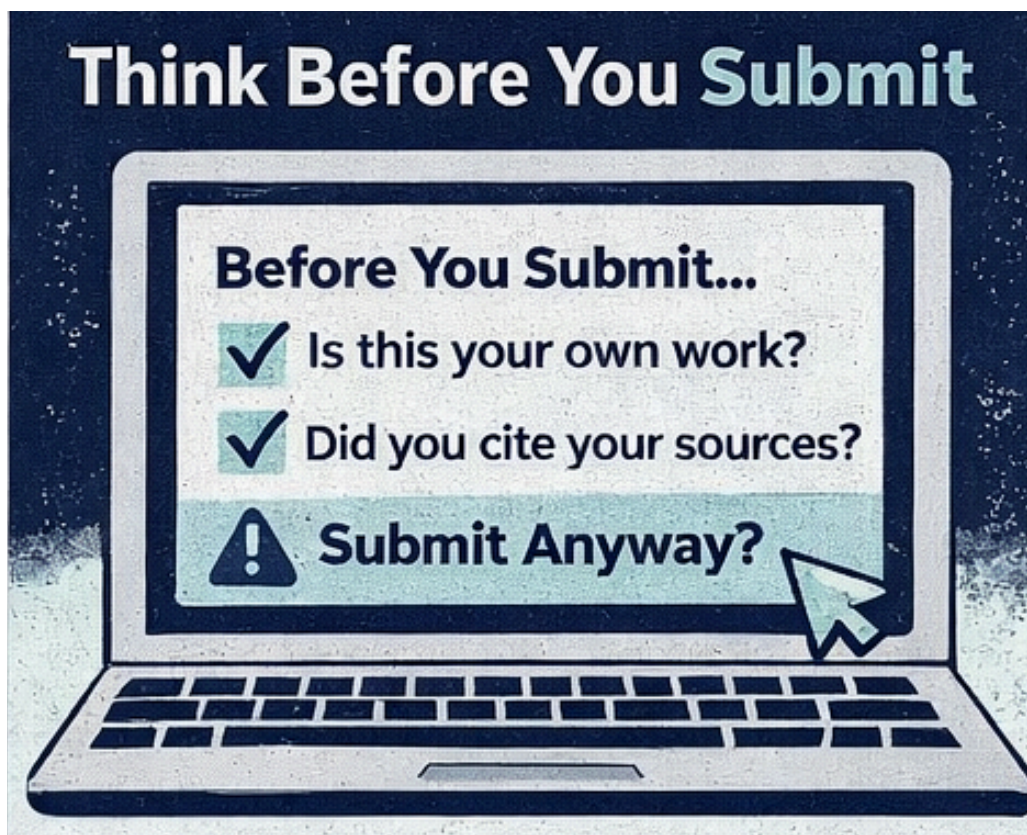
- Generative AI should support, not replace your learning.
- Generative AI can be helpful for brainstorming or clarifying concepts, but it should not replace your own thinking, analysis, and skill development.
- There are risks of inaccuracies
- AI-generated content may sound convincing, but can include inaccurate, misleading, or entirely fabricated information. You are responsible for the accuracy of your own work.

Note: The current policy section is largely derived from the AIU's page on Generative AI. Please refer to the AIU's webpage for more complete information.



Possibility of inaccuracy and cautions of using Generative AI

- While it may seem that content that generative AI has created is convincing, with generative AI, there is always a risk of producing inaccurate, and false information
- Verifying information produced by AI is absolutely necessary
- Identify primary sources that are supportive evidence of its claims
- Lack of reliance on AI to complete research for you
- AI is not able to differentiate factual information from false information because it does not actually think
- Do NOT Input confidential and identifiable information
- For several systems of AI, the text you input is retained and used to further train the software, and once the information is in the system, it is not a simple process to remove this information, thus leaving room for it to be leaked and used to generate information for other individuals





Resources

Navigating university can be challenging, especially when facing academic concerns, misconduct allegations, or personal barriers that impact your studies. You do not have to navigate these situations alone.

This section outlines the various supports available to UTM students, including guidance from the UTMSU, legal representation options, academic misconduct allegation support, mental health and wellness resources, accessibility services, and educational supports across campus.

Academic Integrity Unit (AIU)

✉ academicintegrity.utm@utoronto.ca

🌐 utm.utoronto.ca/academic-integrity

What is the role of the AIU?

The main responsibilities of the Academic Integrity Unit (AIU) include:

- Handling allegations of academic misconduct in accordance with the Code of Behaviour on Academic Matters
- Educating and informing faculty, staff, and students on issues relating to academic integrity
- Develop and implement educational initiatives geared towards raising awareness
- Acting as a resource to provide information about the process involved in academic integrity cases and divisional level procedures at UTM.

Academic integrity allegation case support



Downtown Legal Services (University Affairs Division)

📞 (416) 978-6447 🌐 downtownlegalservices.ca

While legal representation is not required and many students choose to attend their hearing on their own, you have the right to legal advice and representation.

Several students choose to have Downtown Legal Services represent them at the University Tribunal as the service is free to UofT fee-paying students.

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.

University of Toronto Mississauga Student Union (UTMSU)

 (905) 828-5420

Provides advice, support, and guidance to students undergoing academic discipline proceedings.

Mental health resources



Health & Counselling Centre

 (905) 828-5255  utm.utoronto.ca/health

Offers personal counselling, group counselling and psychiatric care to assist students experiencing a wide range of challenges.

UofT Telus Health Student Support

 1-844-451-9700 (Outside of North America, call 001-416-380-6578)

 studentsupport.telushealth.com/ca/home

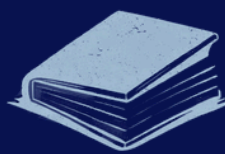
Provides students with real-time and/or appointment-based confidential, 24-hour support for any school, health, or general life concern at no cost to you. You can call or chat with a counsellor directly from your phone whenever, wherever you are. Ongoing support is available over the phone in 146 languages. Immediate support is available over the phone in 35 languages and over chat in simplified Chinese, English, French and Spanish.

Good2Talk

 1-866-925-5454  good2talk.ca

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

Academic and advising support



Robert Gillespie Academic Skills Centre



(905) 828-3858



utm.utoronto.ca/rgasc

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.

Accessibility Services



(905) 569-4699



utm.utoronto.ca/accessibility

Offers services and academic accommodations to students who have a documented learning, physical, sensory, mental health disability or medical condition.

International Education Centre



(905) 569-4716



utm.utoronto.ca/international

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

Office of the Registrar



(905)-828-5399



utm.utoronto.ca/registrar

The Office of the Registrar supports undergraduate students with course enrolment, registration and academic planning. You can book an appointment with an academic advisor to discuss course planning for the upcoming school terms and to obtain information on ways you can maintain your cGPA.

Frequently Asked Questions

How do AOs affect my academic standing and potential to graduate?

In the case that you receive a sanction, this may impact your grade in a course, subsequently affecting your academic standing. Having a notation on your transcript can be difficult for situations of applying to post graduate opportunities as well. Depending on the degree of the offence, you can also face suspension and expulsion, thus affecting the possibility of graduating.

Can I be charged with an academic offence after graduating?

In the Code of Behaviour on Academic Matters (CBAM), under "offences" in section 7, it outlines how a student who has graduated from the University can still be charged with any of the outlined offences they committed knowingly prior to graduation. In the opinion of the Provost, if the offence were detected, the student's degree can be suspended or revoked as a consequence of being charged with an academic offence post-graduation.



How can I determine what sanctions I will get?

The CBAM has a section for guidance on sanctions at the Divisional and Tribunal levels in which you may see the types of penalties you might receive.

The Provost also has guidelines on sanctions for offence resolved at the Divisional level and the range of sanctions the Provost may ask the Tribunal to impose within Appendix B.

How can I avoid academic offences during my courses, especially when some AI use may be permitted?

Check with your instructor or TA on what is and is not allowed for each assessment, as certain assignments may have different regulations on the use of AI. It can always be helpful to have a conversation to clear up any confusion or misunderstandings that may arise.

If an instructor permits the use of generative AI, there still may be additional steps to take. For instance, it may be necessary for you to cite the portions generated by AI, or include the prompts and outputs used.

Always double check the information that is outputted by AI to ensure that it is accurate. It is important to note that AI can produce information that is false or misleading, given that it is not 100% accurate. Including false claims and information can be an academic offence in and of itself (i.e. concoction). You should find primary sources that can support what it is claiming.

I'm international and new to academic integrity. What should be my first step?

If you are an international student, you should consider booking an appointment with the international student success coach within the International Education Centre (IEC) for further support and to review the highly impactful immigration implications of academic offences.

What is an annotation on my transcript?

An AO annotation is a temporary or permanent statement included in a student's official transcript. It will be visible to external parties for a specific time, as specified when the sanctions are initially put in place.

If this is my second, or third offence, will I receive harsher sanctions?

Academic misconduct records are retained internally by the university and will be taken into consideration if you are sanctioned for a subsequent offence. Determining the appropriate sanction for a particular offence is contingent on several factors, including, but not limited to, the context and severity of the offence, the number of times a student has committed an academic offence previously, the point at which you admit to an offence and thereby demonstrating both insight and remorse.

How can I avoid committing an academic offence in the future?

Familiarize yourself with the Code of Behaviour on Academic Matters (CBAM) were made effective on July 1, 2025, these changes were approved by Governing Council. Students should also read and understand each individual course's policies, as they can all have different expectations regarding what is permitted or not.

Make use of academic resources made available to you
14 academic writing centres at UofT free of charge
Specifically at UTM, we have the Robert Gillespie Academic Skills Centre and Math Learning Centre as well as the Writing at the University of Toronto website which has helpful information and writing resources.

What are the common misconceptions that students find while undergoing academic integrity matters?

Intention vs. impact - you can not intend to commit an academic offence, however, you can still be in violation of the CBAM, regardless of your intention.

That if someone cheats off you, you are absolved of having committed an offence. Each case varies, however, failure to protect your own work can lead to an academic offence.

Nothing the student says in their preliminary discussion with their instructor may be used as evidence against the student in the hearing of any charge related to the alleged offence.



University of Toronto Mississauga Students' Union
2025-2026