FACULTY GUIDE: HOW TO SUPPORT ACADEMIC INTEGRITY AT SFU (and report suspected dishonesty)

1. Set clear expectations in your class!
   - Building shared community values around academic integrity is the most effective way to reduce cheating.
   - Review the academic integrity policy, for yourself and with your students. The procedures and forms of dishonesty documents are helpful too. The academic integrity website has Canvas tutorials and other supports you can use to educate students.
   - Be explicit about what is and is not acceptable in your course; this is required by policy. Students can be legitimately confused as there are different unspoken rules in different classes.

2. What if I think a student has cheated/plagiarized/colluded?
   - The Academic Integrity Advisor in your school/department and/or the Academic Integrity Coordinator in the Registrar’s office can support you.
   - Contact the student with a summary of your observations (click for sample email on AI website).
   - Procedural fairness means students have a right to be heard, in a timely manner! Does the student have a reasonable alternative explanation? Not following procedure or subscribing to procedural fairness can lead to cases being overturned on appeal.

   - No response by deadline.
     - File a report.
   - Yes
     - Meet with the student: listen, educate, and take good notes! (You don’t need a witness; notes are enough.)
     - Determine if the balance of probabilities has been met by the evidence.
       - Yes
         - Contact the Academic Integrity Coordinator or your Academic Integrity Advisor for advice.
       - No
         - Drop the case.
       - Not sure
         - Contact the Academic Integrity Coordinator or your Academic Integrity Advisor for advice.
   - No
     - Drop the case.
### How does reporting work?

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<th>What is included in a report?</th>
<th>Isn’t it a lot of work?</th>
<th>How do I decide on a penalty?</th>
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<td>• Date of the incident&lt;br&gt;• Facts of the case&lt;br&gt;• Examples of evidence that demonstrate a violation of the policy&lt;br&gt;• Student response (if any)&lt;br&gt;• Penalty assigned</td>
<td>The new reporting system, including batch reporting, is easier than it used to be!&lt;br&gt;Filing reports (even for a warning) is important.&lt;br&gt;• Builds shared community values&lt;br&gt;• Allows SFU to track patterns of dishonesty across departments</td>
<td>Consider the incident and the evidence.&lt;br&gt;• Was it deliberate?&lt;br&gt;• Was it an isolated incident?&lt;br&gt;• How important was the work in question?</td>
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Providing reasons for your decision is an important part of a fair process. A fair process increases the odds of a fair outcome.

### What happens if there is an appeal?

Students may appeal a disciplinary decision within three weeks of being informed of the outcome, although the vast majority do not do so. If there is an appeal, the principles of procedural fairness and natural justice apply. The standard for decision making is proof on the balance of probabilities. There are two impartial fora for appeals:

The **University Board on Student Discipline** provides a forum for disputes regarding findings of fact.

A three-person tribunal comprised of faculty, students, and staff acts as a “lay audience” for the consideration of allegations.

You will be asked to present your evidence to the tribunal, and students also have a chance to present theirs.

The **Senate Committee on Disciplinary Appeals** provides a forum for disputes regarding procedural irregularities or the severity of the penalty.

The committee is comprised of students and faculty members.

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**Need more guidance?** Contact the Coordinator, Academic Integrity, at aic_sfu@sfu.ca