



Student Academic Integrity Meeting Information Sheet

You have been invited to an online meeting to discuss your academic integrity allegation with a Dean's designate, a faculty member appointed by the Dean. Please read this sheet in advance of your meeting so you can understand the purpose of the meeting and what to expect.

1. I've Been Invited to an Online Meeting with a Dean's Designate — Now What?

- Please make an appointment for academic advising from your [College Registrar's Office](#). If you are registered with [Accessibility Services](#), you may also want to seek guidance from your advisor.
- Be sure to carefully read the email confirmation from Calendly upon your meeting selection as all the necessary information will be included.
- Review the [Code of Behaviour on Academic Matters](#) (or the Code), specifically sections B.I., B.II. and C.I., and the [Academic Integrity website](#).
- All the information needed for the meeting will be with the SAI team, but if you have other information or documentation that may be relevant, email sai.artsci@utoronto.ca to find out if you should send the information to the team prior to the meeting.
- You may want to arrange a private, comfortable space and adequate internet connectivity to participate in the meeting. It will take place online via Zoom.
- Show up on time and someone will admit you into the room from lobby.

2. Can Someone Attend the Meeting with Me?

- Yes. This person may be a family member, friend, academic advisor or your Accessibility Services advisor.* Note that this support person cannot have an active case with Student Academic Integrity.
- When replying to the meeting invitation, provide the name and contact information of the person joining you at the meeting.
- The Dean's designate will speak directly to you; your support person cannot speak on your behalf. Please note that due to the limitations of Zoom, a breakout room will not be provided for you to discuss with your support person during the meeting.

*At the discretion of the Dean's designate.

3. What Should I Bring to the Meeting?

- Have your TCard (or government-issued photo identification) ready to present on video.

4. Who Will Be Present at the Meeting?

- The Dean's designate and an Academic Integrity Specialist will be present. The Dean's designate will conduct the meeting. The Academic Integrity Specialist will take meeting minutes and may join the discussion.
- Your instructor may sit in on the meeting if they are available.

5. What Will Happen During the Meeting?

- Please turn your camera on to display your ID, but it is not mandatory for you to keep your camera on for the rest of the meeting. Speak clearly and ask clarifying questions if you need more information.
- The Dean's designate will ask you to confirm your student ID, telephone number and current location.
- The Dean's Designate will outline the relevant offence in the Code and then you'll have a chance to explain what happened. Be honest. Remember the Dean's designate wants to hear what you have to say.
- After reviewing all of the information and hearing from you, the Dean's designate may impose a sanction, dismiss or forward your case to the Vice-Provost's office.
- Next steps will be communicated to you by the Dean's designate. The Dean's designate or Academic Integrity Specialist may refer you to resources/services on campus to support your success and learning.