

**Academic Offence Allegation Checklist:  
Resolved in the Department**

**Part 1: Course and Student Information**

Student name:	_____	Course (e.g. PSY202H5F):	_____
Student number:	_____	Session (e.g. 2021 9):	_____
Student e-mail:	_____	Date of assignment:	_____
Type of assignment:	_____	Value of work:	_____
Instructor's name:	_____	Instructor's e-mail:	_____

**Part 2: Student and Instructor Meeting (instructor cannot impose sanctions)**

Date of Meeting: \_\_\_\_\_ Type of Offence: \_\_\_\_\_

Admitted Guilt:            Yes                                  No

**Part 3: Student and Instructor Meeting (instructor cannot impose sanctions)**

**Please note that items below are REQUIRED by the Academic Integrity Unit.**

Undergraduate advisor: Check AO history with the AIU and request GWR by email.

Instructor summary, including instructor/student interview notes and details of the alleged offence (see Page 2).

Original assignment, assignment instructions, test/exam, medical note, etc.

Supporting documentation: Plagiarism detection report(s), PDF source documents (highlighted), email correspondence with student(s).

Course syllabus/outlines, handouts, information provided to students on academic misconduct.

**Part 4: Chair's Review:** Chair reviews documentation provided by instructor to determine next step

No Sanction Imposed (*Chair believes that NO academic offence was committed*)

**Part 5: Administrative Details**

Cases may only be resolved by department if they meet **all** of the following criteria:

- Student admitted guilt
- The offence is worth 10% or less
- The case is **not** egregious (i.e. forgery, impersonation, purchasing, misrepresentation, etc.)
- The student has **no** prior offences

Sanction letter prepared and sent to student

Copy of sanction letter and case file documents (originals) sent to the Dean's Office

Copy of sanctions letter to instructor

**Student may NOT withdraw from a course in which an offence has occurred and a sanction imposed.**

**Signature of Chair/Director/Faculty AI Designate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructor Summary** (if you required additional space, please attach a separate page):

If you think that the student is in distress and requires further support, please consult the following link (for Faculty and staff): <https://www.utm.utoronto.ca/mental-health-supports/welcome>. Include the support you contacted in the details of the meeting.

Please send your case information to the appropriate AI representative.

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