



# Academic Integrity Unit

## Office of the Vice-Principal Academic and Dean

### Academic Offence Allegation Checklist: For Resolution by the Office of the Dean

#### **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

As the course instructor, you're invited to attend the Decanal level meeting. Would you like to attend?      Yes            No  
For complex cases, the Dean's Designate may request that you attend this meeting.

Is this case related to another allegation of misconduct?      Yes            No

If yes, please provide the other student's name and number: \_\_\_\_\_

#### **Part 3: Report by Instructor to Chair of Department (include the following):**

**Please note that items below are REQUIRED by the Academic Integrity Unit for case processing. If any of the items below are not included the case will be returned to the department.**

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.

Student's marks and weight of each course component. The student's accumulated grade in the course factoring in the assignment(s) in question as a grade of zero (see page 3).

If the instructor is unable to meet with the student provide a record of all attempts to arrange a meeting.

#### **Part 4: Chair's Review/Administrative Details:**

Referral to the AIU if one or more of the following:

- Student does not admit guilt
- It is not the student's first academic offence
- Assignment/test is worth more than 10%
- Egregious cases, including forgery, impersonation, purchasing, misrepresentation, etc., must be referred to the AIU
- Students may NOT CR/NCR or withdraw from a course in which an offence has occurred and a sanction imposed

Instructor's report and documents reviewed (see part 3 above).

Student informed of next steps.

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.

