

## **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 ass	signment:			
Type of assignment:		Value of w	ork:			
Instructor's name:		Instructor's	e-mail:			
Part 2: Student and Instructor M	eeting (instructor canno	t impose sa	inctions)			
Date of Meeting:						
Admitted Guilt: Yes	No					
As the course instructor, you're invit For complex cases, the Dean's Des				attend?	Yes	No
Is this case related to another allega	ation of misconduct?	Yes	No			
If yes, please provide the other stud	ent's name and number:					
Part 3: Report by Instructor to Ch	air of Department (inclue	de the follow	wing):			
Please note that items below are <u>F</u> items below are not included the o				ocessing. If a	any of the	
Undergraduate advisor: Check	AO history with the AIU an	id request G	WR by email.			
Instructor summary, including ir	structor/student interview	notes and d	letails of the alleged	l offence (se	e page 2).	
Original assignment, assignme	nt instructions, test/exam, r	medical note	e, etc.			
Supporting documentation: Plag	giarism detection report(s)	, PDF sourc	e documents (highl	ighted), ema	il correspor	ndence
with student(s).						
Course syllabus/outlines, hand	outs, information provided	to students	on academic misco	nduct.		
Student's marks and weight of e	each course component. T	he student's	accumulated grad	e in the cour	se factorinç	g in the
assignment(s) in question as a	grade of zero (see page 3)	).				
If the instructor is unable to me	et with the student provide	a record of	all attempts to arrai	nge a meetin	g.	
Part 4: Chair's Review/Administra	tive Details:					
<ul> <li>Referral to the AIU if one or more of</li> <li>Student does not admit guilt</li> <li>It is not the student's first acad</li> <li>Assignment/test is worth more</li> </ul>	emic offence					

- 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.

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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.

Student Grades (includes student's cumulative grade in the course with a zero on the assessment in question)

Signature of Chair/Director/Faculty AI Designate:

Date:

Please send your case information to the appropriate AI representative.			
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