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 <u>REQUIRED</u> 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.

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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