



**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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