



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. 2012 9): _____
Student e-mail: _____ Date of test/essay: _____
Type of Offence: _____ Value of assignment: _____
Instructor's Name: _____ Instructor's e-mail: _____

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

Date of Meeting: _____ Type of Offence: _____

Admitted Guilt: Yes No

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

Undergraduate advisor: Check AO history with Dean's Office and prepare GWR form

Instructor Report detailing the allegation of academic misconduct

Summary of the instructor/student interview

Original assignment, test, medical note, etc.

Supporting documentation: source documents mapped out, Turnitin.reports, emails from students

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

All marks in the course and weight of each assignment/test and what the final grade would be with a 0 on the assignment/test in question.

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 4: Administrative Details

Sanction letter prepared and sent to student

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

Copy of sanction letter to instructor

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

Signature of Chair: _____ Date: _____