



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

### 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 and highlighted, Turnitin.reports, e-mails from students

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

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

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

Referral to the Office of the Dean:

- Student does not admit guilt
- It is not the student's first academic offence
- Assignment/test is worth more than 10%
- Case is deemed serious enough by Chair/Associate Chair/Director to be referred to the Office of the Dean

GWR signed by Chair or Associate Chair

Academic record and student contact information

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

Letter from Chair to Vice-Dean (decision to forward)

Student informed of next step

Signature of Chair: \_\_\_\_\_

Date: \_\_\_\_\_