



VIA E-MAIL

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**PERSONAL AND CONFIDENTIAL**

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\_\_\_\_\_

Dear \_\_\_\_\_:

In your interview with Professor \_\_\_\_\_ on \_\_\_\_\_, you admitted that you were guilty of \_\_\_\_\_ in the \_\_\_\_\_ you submitted for credit in \_\_\_\_\_ . Under section C.I.(a) 8 of the *University's Code of Behaviour on Academic Matters*, available on line at: <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm> I therefore impose the following sanction:

- A mark of zero (0) for the assignment in question.

Since this incident is considered your first academic offence, I trust that you have had time to reflect on the seriousness of this incident and will not commit another academic offence again. It is important for you to know that you cannot drop a course in which an offence has occurred and a sanction has been imposed. Finally, you should be aware that any subsequent allegations of academic misconduct are usually referred directly to the Office of the Dean or the Tribunal for investigation.

Yours sincerely,

Chair  
Department of \_\_\_\_\_

Cc.: Professor \_\_\_\_\_  
Office of the Dean