



PRIVATE AND CONFIDENTIAL

Dear _____

I am writing with regard to an allegation of academic misconduct that was forwarded to me by Professor _____, your instructor in _____. Specifically, it appeared you may have _____ with respect to your _____. Since this would constitute as an offence under section _____ or other sections of the *University's Code of Behaviour on Academic Matters*, it was the instructor's responsibility to bring this allegation to my attention. A copy of the Code is available on-line at: <http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>

After reviewing this matter, the instructor and I have decided not to proceed with a charge against you under the Code. However, I fully understand why the instructor advanced the case to me. Normally, students who are found guilty under the Code receive at least a grade of zero for the assignment in question. As we have decided not to pursue this case, your exam was graded and your instructor posted your final mark on ROSI. No mention of this allegation will appear on your academic record.

As you can appreciate, the University of Toronto Mississauga takes academic integrity very seriously. I hope that any work that you complete in the future does not invite suspicions of academic misconduct as you progress through your studies.

Yours sincerely,

Chair
Department of _____

Student # _____
cc: Professor _____
Office of the Dean