



**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.

<p>Alexandra Chee Academic Integrity Specialist alexandra.chee@utoronto.ca</p>	<p>Department of Biology Department of Chemical & Physical Sciences Department of Economics Department of English & Drama Department of Mathematical & Computational Sciences • Computer Science • Statistics Institute for the Study of University Pedagogy St. George / UTSC</p>
<p>Rachel Gorjup Academic Integrity and Appeals Coordinator rachel.gorjup@utoronto.ca</p>	<p>Department of Historical Studies Department of Geography, Geomatics and Environment Department of Sociology Department of Political Science Office of the Registrar</p>
<p>Jihan Khatib Academic Integrity Specialist jihan.khatib@utoronto.ca</p>	<p>Department of Anthropology (incl. Forensic Science) Department of Language Studies Institute of Communication, Culture, Information and Technology Department of Psychology Department of Visual Studies</p>
<p>Samrin Sobahan Academic Integrity Specialist samrin.sobahan@utoronto.ca</p>	<p>Department of Management Department of Mathematical and Computational Sciences • Mathematics 100-400-level courses Institute for Management and Innovation Department of Philosophy</p>

Freedom of Information and Protection of Privacy Act

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator.