



Academic Integrity Unit

Office of the Vice-Principal Academic and Dean

Academic Offence Allegation Checklist: For Resolution by the Office of the Dean

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

As the course instructor, you're invited to attend the Decanal level meeting. Would you like to attend? Yes No
For complex cases, the Dean's Designate may request that you attend this meeting.

Is this case related to another allegation of misconduct? Yes No

If yes, please provide the other student's name and number: _____

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

Please note that items below are REQUIRED by the Academic Integrity Unit for case processing. If any of the items below are not included the case will be returned to the department.

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.

Student's marks and weight of each course component. The student's accumulated grade in the course factoring in the assignment(s) in question as a grade of zero (see page 3).

If the instructor is unable to meet with the student provide a record of all attempts to arrange a meeting.

Part 4: Chair's Review/Administrative Details:

Referral to the AIU if one or more of the following:

- Student does not admit guilt
- It is not the student's first academic offence
- Assignment/test is worth more than 10%
- Egregious cases, including forgery, impersonation, purchasing, misrepresentation, etc., must be referred to the AIU
- Students may NOT CR/NCR or withdraw from a course in which an offence has occurred and a sanction imposed

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

Student informed of next steps.

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.

Student Grades (includes student's cumulative grade in the course with a zero on the assessment in question)

Signature of Chair/Director/Faculty AI Designate: _____

Date: _____

Please send your case information to the appropriate AI representative.	
Alexandra Chee Academic Integrity Specialist alexandra.chee@utoronto.ca	Department of Biology Department of Chemical & Physical Sciences Department of Economics Department of English & Drama Department of Mathematical & Computational Sciences <ul style="list-style-type: none"> • Computer Science • Statistics Institute for the Study of University Pedagogy St. George / UTSC
Rachel Gorjup Academic Integrity and Appeals Coordinator rachel.gorjup@utoronto.ca	Department of Historical Studies Department of Geography, Geomatics and Environment Department of Sociology Department of Political Science Office of the Registrar
Jihan Khatib Academic Integrity Specialist jihan.khatib@utoronto.ca	Department of Anthropology (incl. Forensic Science) Department of Language Studies Institute of Communication, Culture, Information and Technology Department of Psychology Department of Visual Studies
Samrin Sobahan Academic Integrity Specialist samrin.sobahan@utoronto.ca	Department of Management Department of Mathematical and Computational Sciences <ul style="list-style-type: none"> • Mathematics 100-400-level courses Institute for Management and Innovation Department of Philosophy

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.