



STUDENT ACADEMIC INTEGRITY

GUIDELINES FOR COMPLETING ACADEMIC OFFENCE ALLEGATION FORM

The purpose of the Academic Offence Allegation form is to aid the Student Academic Integrity (SAI) team in documenting, investigating and resolving cases of alleged academic misconduct. This form is to be used for cases that are being submitted to SAI (the Division) for resolution by the Dean.

Part 1: Student Information

Provide the student's full name and number, with last name(s) first as indicated in ROSI or Quercus. If you are aware that the student goes by a different name, you may also indicate that in parentheses.

Part 2: Course, Allegation & Instructor Information

Provide the full course code of 9-digits as indicated in the Faculty of Arts & Science online timetable (www.artsci.utoronto.ca/current/dates-deadlines/course-timetables), including:

- the 3-digit academic unit designator (i.e. ECO),
- the 3-digit numeric and course level designator (i.e. 101),
- the credit weight (i.e. H/Y),
- the campus designator (i.e. 1 for St. George), and
- the session or term designator (i.e. F/Y/S).

Provide the session in which the course started as a 5-digit year code; where the final digit is the month the session or term started. For example, if it is a full year Fall/Winter 2019-2020 course such as POL101Y1Y, then the course started in September and the session would be 20199.

Provide the percentage value (or weight) that the term work is worth as part of the final grade. Please note that as per [Section C.I.\(B\).1](#) of the Code, academic units may handle allegations of academic misconduct in term work worth ten (10) percent or less, provided a) that the student admits to the offence, b) the student does not have a previous offence on record, and c) that the sanction imposed is no more than a zero for the piece of work in question. If the allegation/case is being forwarded to the Dean (Student Academic Integrity) and the term work is worth ten percent or less, please provide a rationale for forwarding the matter.

Indicate the date that the term work (i.e. assignment, essay, etc) or test was submitted or written. If you are unsure what this date is, then indicate the date that the work was due or supposed to be written (e.g. 'unclear; the assignment was due on Mar 10')

Part 3: Meeting with Instructor

Please provide the date that the student had a meeting with the instructor and indicate whether or not the student admitted to the offence. By attaching a separate sheet (i.e. summary), provide the details of the instructor-student meeting, including the student's rationale for committing the offence (if they admit), or reasoning behind why they did not think an offence was committed (if they did not admit).