E-mail Invitation to Student/Instructor Meeting

You can use the following template e-mail to invite the student to the instructor/student meeting when there is reason to believe an academic offence may have occurred. In accordance with the University’s Policy on Official Correspondence with Students, e-mail correspondence should be sent to a student’s utoronto.ca address.

Dear [Student],

I have reviewed the paper you submitted for [Course] on [Date] and have some concerns about [E.g. “your use of sources in the paper”]. I’d like to meet with you as soon as possible to discuss these concerns.

I am available to meet with you on [Date—give 3 or 4 options]. Please let me know by no later than [Deadline] when you would like to meet. If I don’t hear from you by [Deadline], I will assume that you do not wish to meet with me and will forward your case to the Dean’s Office for resolution via the department [Chair/Associate Chair/Undergraduate Coordinator/Program Director/Etc.].

You may find it helpful to consult these resources before we meet:

- the Code of Behaviour on Academic Matters (http://www.artsci.utoronto.ca/osai/code);
- the Students section of the Office of Student Academic Integrity (OSAI) website (http://www.artsci.utoronto.ca/osai/students).

Please note that you may not withdraw from the course. If you do or have already done so, you will be reinstated in the course and be responsible for any work missed.

If you have any questions, please contact your College Registrar for advice (see http://www.artsci.utoronto.ca/osai/students/get-help).

Sincerely,