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 1 or 2 options which are approx. 1 week from date of this email]. Please let me know by no later than [Deadline = 2 days before 1st meeting option] when you would like to meet. If I don’t hear from you by [Deadline], I will forward your case for resolution to either the [Chair/Associate Chair/Program Director etc] or Student Academic Integrity] based on the requirements set out by the Code of Behaviour on Academic Matters.

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

- the Code of Behaviour on Academic Matters
- the U of T Academic Integrity website

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 www.artsci.utoronto.ca/current/academic-advising-and-support/student-academic-integrity/where-get-help).

Sincerely,