VIA EMAIL on behalf of Professor [Name], [Title; E.g. Associate Chair]

[Date]

[Student_Name]
[utoronto.ca_E-mail_Address]
Student #: [#]

Dear [Name],

At your meeting with Professor [Name] on [Date], I understand that you discussed the allegation that on [Date_Of_Offence], you [E.g.:] submitted an assignment for credit in ABC123Y (20149) which contained material taken from internet sources without appropriate acknowledgement. As you know, this is considered to be an academic offence under the University’s Code of Behaviour on Academic Matters, which all students are expected to have read. [If Not Sending Electronically, Add:] The Code is available online via http://www.artsci.utoronto.ca/osai/code.

At this meeting, you admitted that you had committed an offence by doing [Describe_Offence]. [Optional_Sentences; Modify As Appropriate:] You also expressed regret for your actions and took responsibility for what you had done. You explained that you had made an error in judgment and that you would not act similarly in future.

Sanctions are imposed to ensure that you understand the seriousness with which offences are considered by the University. Because you have admitted the offence and the assignment in question is worth 10% or less ([Value_Of_Assignment] %), I am authorized to impose a sanction for this offence without referring the matter to the Dean of the Faculty for resolution.

Based on the information in my possession, I intend to impose the following sanction:

[Sanction_(Maximum_Penalty_Is_Grade_Of_Zero_For_Assignment)]

If you wish to discuss this matter, please contact me on or before [Deadline--Date & Time] at [Contact_Info] and a meeting will be scheduled. If I have not heard from you by [Deadline], I will impose the sanction specified above.

Please note that according to Section C.I.(a)12 of the University’s Code of Behaviour on Academic Matters, you may not withdraw from any course in which an allegation of academic misconduct is under investigation or a sanction has been imposed. If you are found to have withdrawn from the course at a later date, you will be reinstated in the course and will be responsible for any work which you have missed.

[Optional_Edifying_Material; Can Be Used To Reinforce Importance Of Integrity, Etc.] In future, please remember that in order to acknowledge your sources properly, and thus avoid allegations of plagiarism, you must do three things. First, you must acknowledge all ideas which you borrow from another source with an accurate citation or reference. Second, if you borrow the exact words of another person and use them in your own work, those words MUST be enclosed within quotation marks to show that they are not your own, as well as being acknowledged with a citation. Third, all sources which you use to write your paper should be listed in a bibliography at the end of your paper. Please ensure that you do all of these
things when researching and writing papers. In future, if you are having difficulty with a particular assignment, please contact your instructor or TA for help or advice.

Finally, while I hope that you have learned from this experience and will not behave in such a manner again, I must warn you that a record of this matter has been sent to the Dean’s Office through the Office of Student Academic Integrity (OSAI) which enters cases into their central database. A second offence will be dealt with more severely.

Yours sincerely,

[Name], [Title]
cc:  [Instructor]; [Student’s Registrar]; OSAI