



Code of Behaviour on Academic Matters

Informal Procedures for Meeting with the SGS Dean (or Dean's Designate)

The procedure for a student's meeting with the School of Graduate Studies (SGS) Dean is described in section C.I.(a) of the *Code of Behaviour on Academic Matters*; an informal summary follows. Students alleged to have committed an offence under the Code will be asked at the meeting if they have read and understood the following procedure.

- Students may, if they wish, bring a lawyer or other advisor with them to the meeting.
- At the meeting, students do not have to say anything, answer questions or admit to committing an offence. The meeting is an attempt under the Code to discuss the matter and hear what they have to say. Any statements or admissions a student makes in the meeting may be used or received in evidence against him or her, including in a Tribunal hearing if the case were to proceed that way.
- If a student denies the allegation, the SGS Dean can decide that no offence was committed. In that case, the SGS Dean will inform the student in writing and no further action against the student will be taken (C.I.(a) 7). If the evidence indicates otherwise, the case will be forwarded to the Provost for possible hearing by the Tribunal.
- If a student admits to an offence, it may be possible to resolve the matter in the meeting without the need to forward it to the Provost (see the next bullet). However, students should be aware that the SGS Dean is not obliged to impose a sanction even if a student admits to an offence, but may instead refer the case to the Provost for possible hearing by the Tribunal (C.I.(a) 6).
- If a student admits to an offence, the Dean can impose one or more of the sanctions listed in section C.I.(b) 2; not all may be relevant in a particular case:
 - an oral and/or written reprimand;
 - an oral and/or written reprimand and, with the permission of the instructor, the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where a student has committed no previous offence;
 - assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
 - assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed;
 - denial of privileges to use any facility of the University, including library and computer facilities;
 - a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed;
 - assignment of a grade of zero or a failure for the course in respect of which the offence was committed;
 - suspension from attendance in a course or courses, a program, an academic division or unit, or the University for a period of not more than twelve months. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed.
- The SGS Dean can record any sanction imposed on a student's academic record and transcript for such length of time as the SGS Dean considers appropriate (C.I.(b) 3).

For more information: www.sgs.utoronto.ca/facultyandstaff/Pages/Academic-Integrity.aspx