



1. No finding of misconduct; End of inquiry
2. Finding of misconduct & agreement to sanctions
3. Finding of misconduct but no agreement to sanctions: Refer to formal inquiry

Section 7: Review of Allegation

7.1 The relevant Academic Staff, Research Supervisor, or University Representative (“Reviewer”) will conduct an initial review of the Allegation to determine whether to pursue a resolution. The Reviewer may gather additional information and documentation regarding the specific Allegation, including consulting with any person they deem necessary to assessing the validity of the specific Allegation, with the exception of the Respondent.

7.2 The Reviewer will determine whether to pursue a resolution regarding an Allegation. In making the decision they will consider whether:

- a. The Allegation, if true, would constitute a violation of the Academic Integrity Policy, and;
- b. There is sufficient evidence to pursue an investigation.

7.3 Sufficient Evidence: If the Reviewer determines that there is sufficient evidence to warrant further investigation, they will make a decision to pursue either a formal or informal resolution as outlined in these Procedures.

7.4 Insufficient Evidence: If the Reviewer determines that there is not sufficient evidence to warrant further investigation, they will determine that further investigation will not be pursued.

Section 8: Review of Allegation

Verification of Record of Academic Misconduct: If a Reviewer determines there is sufficient evidence to pursue a resolution, they will contact the Dean’s Office of the Faculty where the alleged violation of Academic Integrity occurred or the Faculty in which the Student is enrolled, where applicable, to request a verification of the Respondent’s history of Academic Integrity violations. The history of Academic Integrity violations will contribute to the decision whether to pursue a formal or informal resolution and/or the determination of any imposed sanctions, if applicable.

8.1 Undergraduate students:

- a. The Faculty Dean’s office will contact the Office of the Registrar with the Respondent’s name and Student ID to request that the Respondent’s record be checked for any previous record of Academic Integrity violations and that a registration hold be placed on the Student’s account. **NOTE:** If a student has applied to graduate, that graduation will be on hold until the matter under review is resolved.
- b. The Office of the Registrar will add a registration hold to the Student’s account and inform the Faculty Dean’s office of any previous record of Academic Integrity violations for the Student.
- c. The Faculty Dean’s office will inform the Reviewer whether the Respondent has a previous record of Academic Integrity violations on file.

8.2 Graduate students:

- a. The Faculty Dean’s office will contact the School of Graduate and Postdoctoral Studies with the Respondent’s name and Student ID to request that the Respondent’s record be checked for any previous record of Academic Integrity violations at the graduate-level and that a registration hold be placed on the Respondent’s account.
- b. The School of Graduate and Postdoctoral Studies will add a registration hold to the Respondent’s account and inform the Faculty Dean’s office of any previous record of Academic Integrity violation at the graduate level for the Respondent.
- c. The Faculty Dean’s office will inform the Reviewer whether the Respondent has a previous record of Academic Misconduct at the graduate-level, where applicable, on file.

Section 9: Determination of Process

9.1 The Reviewer will refer the Allegation to the formal resolution process where:

- a. The Respondent is a graduate or postdoctoral fellow;
- b. The Allegation is a complaint of Academic Integrity violation and does not meet the eligibility requirements for the informal resolution process per section 9.2 of these Procedures; or,
- c. The Academic Staff or Respondent refers the Allegation to the formal resolution process.

9.2 Eligibility for Informal Resolution Process: A Course Instructor can elect to pursue an informal resolution with respect to an Allegation of Academic Integrity violation only if:

- a. The Respondent does not have a previous record of an Academic Integrity violation.
- b. The Allegation is regarding Coursework (i.e., is not for a test or examination); and
- c. The Coursework at issue is worth 25 per cent or less of the final grade in the course.

9.3 In the context of an Allegation regarding multiple Respondents (example: group work) where one Respondent does not meet the eligibility requirements for informal resolution, all Respondent's associated with the Allegation will be referred to the formal resolution process.

Section 11: Report of Allegation

11.1 Undergraduate students

a. For Allegations that involve documentation regarding admission to a program: the Reviewer will report the Allegation and submit all relevant documentation and information to the Office of the Registrar.

b. For all other Allegations: The Reviewer will report the Allegation and submit all relevant documentation and information to the Dean's office of the Faculty where the alleged act of Academic Misconduct occurred. Where an Allegation of Academic Misconduct involves documentation associated with courses from multiple Faculties or is not associated with a course, the Reviewer will report the Allegation to the Dean's office of the Faculty in which the Student is enrolled.

11.2 Graduate students

a. For Allegations that involve documentation regarding admission to a program: The Reviewer will report the Allegation and submit all relevant documentation and information to the Dean of the Faculty where the alleged act of Academic Misconduct occurred. The Dean's office of the respective Faculty will inform the Dean of the School of Graduate and Postdoctoral Studies' office.

b. For all other Allegations: The Reviewer will report the Allegation and submit all relevant documentation and information to the Dean of the Faculty where the alleged act of Academic Misconduct occurred. The Dean's office of the respective Faculty will inform the Dean of the School of Graduate and Postdoctoral Studies' office. The latter will inform the Dean of the relevant Faculty of any Academic Staff involved in the Allegation.

c. If an Allegation is regarding an alleged act of Academic Misconduct that occurred within a course, then the responsible Dean for the allegation is the Dean for the Faculty that offers the course.

d. In the case of Allegations in research and scholarship, there will be an appropriate level of inquiry, consistent with the University's policy on Integrity in Research and Scholarship, into the matter prior to the submission of a report on the Allegation.