

## SENATE BYLAW 31

### Checklist for Instructors and Heads

#### Step 1 – Preliminary Review (**Instructors or Supervisors**) (Bylaw 31, 5.1)

- I have met with the student and decided to dismiss the matter and offer a teachable moment (click here for clarification). This matter goes no further and no record is retained.

or

- I have met with the student and decided to forward the complaint (AI Form 1). I have provided the head (in departmentalized Faculties) or the Associate Dean (in non-departmentalized Faculties) with all relevant documentation and evidence. I have assigned a grade of Incomplete for the assignment and/or the course, until such time as I am notified of the outcome of the matter.

or

- I have not been able to meet with the student and have therefore decided to forward the complaint (AI Form 1). I have provided the head (in departmentalized Faculties) or the Associate Dean (in non-departmentalized Faculties) with all relevant documentation and evidence and included a note stating that attempts to meet with the student failed. I have assigned a grade of Incomplete for the assignment and/or the course, until such time as I am notified of the outcome of the matter.

#### Step 2 – **Review by the Head** (Departmentalized Faculties) (Bylaw 31, 5.2)

***Any meeting with the student shall normally be held within 10 working days of receiving the allegation of misconduct from the instructor or supervisor. The student may bring an advisor as support but may not bring a legal representative.***

- I have reviewed the documentation and decided to dismiss the matter. This matter goes no further and no record is retained.

or

- I have met with the student and decided to dismiss the matter and, where appropriate, offer a teachable moment. This matter goes no further and no record is retained. I have informed the instructor who is now assigning the student a mark for the assessment, where appropriate. I have reminded the instructor that, when a matter is dismissed, the instructor must mark the paper or exam based on the academic merit of the work, without reference to the alleged misconduct.

or

- I have met with the student and decided to forward the complaint (AI Form 1). I have provided the Associate Dean with all relevant documentation and evidence.

or

- I have not been able to meet with the student and have therefore decided to forward the complaint (AI Form 1). I have provided the Associate Dean with all relevant documentation and evidence and included a note stating that attempts to meet with the student failed.