1 Receive an approval request email

You will receive an approval request email from the Academic Quality Office. The email will include:

- A brief summary of the case
- An attached draft decision letter
- A hyperlink to the case

Review the case summary within the email and the attachment. If there is sufficient detail in the body of the email and the attachment to make a decision, reply to the email with either Approved or Declined.

If declined, provide a summary of why you have declined, and what you would like the administrator to do next.

If you need to assess the case in more detail, click on the hyperlink.

The decision letter includes a review request hyperlink that only remains active for a specified time. The time starts when the decision letter is drafted: please approve requests quickly!
Approve minor academic misconduct decisions

2 Review detailed case information

If you click on the hyperlink, you are taken into the case within Symplicity. If you don't get taken directly to the case, you can search within Symplicity using the case number. To do this, click on Incident Reports then Current Reports in the left side bar. Copy the case number into the Keywords box and ensure the Search box is set to Child. Hit Apply Search. Click on the view icon next to the case.

Key tabs to explore are:

- **Core Information**: includes the original complaint information, plus a case summary and an assessment of severity
- **Letters**: includes any correspondence with the student and the draft decision letter. Click on the view icon (under Actions) in order to see or print the letter.
- **Documents**: includes any uploaded documents (e.g. Turnitin reports, copies of assessment material, transcripts)
- **Notes**: summary of any meetings held with the student
Approve minor academic misconduct decisions

3 Review student’s past history

To review the student’s past history, scroll down the Core Information tab until you see Current Student Information in the right-hand side bar. Click on the student’s Name.

Note: you can also search for the student by clicking on Students in the left sidebar. In the Keywords field, search for the student by name, email or ID. Click on the view icon next to their name.

You will see a list of all past academic integrity incidents in which the student has been involved. To see additional detail on past cases, click on the IR #.

Having reached a decision, reply to the approval request email with either Approved or Declined. If declined, provide a summary of why you have declined, and what you would like the administrator to do next.

Cases in Symplicity have a parent case and a child case. When there is more than one student associated with an incident, there is a separate child case for each student. The parent cases are numbered by case number and year (e.g. 00124-2022), while child cases have an additional number in the middle (e.g. 00124-001-2022). Case details are best reviewed in the child case.