

**Academic Misconduct Report****INFORMATION**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Decision-maker's Name: \_\_\_\_\_ Phone Local: \_\_\_\_\_  
Course Code and Section Number (if applicable) (*e.g. ENGL 100 01*) \_\_\_\_\_  
Assessment Name (if applicable): \_\_\_\_\_

**NOTE TO STUDENT:**

The decision-maker<sup>1</sup> has reported a violation of academic integrity contrary to the College's policy *2.4.4 Student Rights, Responsibilities and Conduct Policy*. The specifics of this violation are set out below. A copy of this form will be sent to the Office of the Registrar with the signature of the appropriate department head, dean and/or manager. If you wish to appeal (dispute) the decision, contact the decision maker within 5 business days (refer to *2.5.3 Student Appeals Policy* for more information).

**DETAILS OF ALLEGED ACADEMIC MISCONDUCT****DECISION-MAKER TO COMPLETE THIS SECTION:**

Summarize the reported academic misconduct – Include dates, times and location and attach additional pages and documentation as necessary:

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> *Decision-maker: instructor, dean, department head, Associate Registrar, Registrar who holds the authority for making academic misconduct reporting decisions and for imposing discipline.*

**Indicate which of the following (as applicable) is being provided with this form:**

- An Incident report required as per 6.4.1 Administration of Exams Policy.
- E-mail or other correspondence related to the violation.
- Names of witness(es) and/or witness statements, as appropriate.
- Course Outline.
- Assignment or examination instructions (indicate value of assignment/exam).
- A copy of the student's work with suspicious areas highlighted or otherwise clearly noted.

**List of items attached if not noted above:**

**Indicate any recommendations or additional information that may be relevant to the allegation:**

**What, if any, discipline was imposed?**

**Decision-maker to Confirm:**

- I have met with the student or applicant to discuss this *Academic Misconduct Report* and have discussed the  
Appeal process with them.
- Student or applicant was provided with a copy of the *Academic Misconduct Report*.

\_\_\_\_\_  
Signature of Decision-maker (e.g., Instructor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Decision-maker's Supervisor  
(e.g., Department Head, Dean, or Campus Manager)

\_\_\_\_\_  
Date

*A copy of this form shall be sent to the Office of the Registrar for processing and filing on student's official record.*

\_\_\_\_\_  
Signature of Registrar

\_\_\_\_\_  
Date Report Received