Report on Academic Misconduct

This form is to be completed by a Course Director to refer a matter of academic misconduct to the Dean of the student’s home Faculty. Major academic offences, repeat offences or lesser academic offences that remain unresolved following discussions between the student and the instructor may be referred to the Dean using this form. Course Directors may also choose to omit the form and prepare their own written report; in this case, this form may serve as a guide for its preparation.

<table>
<thead>
<tr>
<th>Instructor name:</th>
<th>Student name:</th>
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<tbody>
<tr>
<td>Course code:</td>
<td>Semester:</td>
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<tr>
<td></td>
<td>Student number:</td>
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Name of course:

- [ ] Yes  - [ ] No  Is this a second or subsequent academic offence? *(Contact the Registrar’s office to see whether any record of a previous academic offence has been deposited into the student’s file)*

1. **Alleged academic misconduct:**

   Outline the nature of the alleged academic offence and the facts of the case (e.g., sequence of events, previous meetings with the student regarding this offence, important dates, etc.), along with your reasons for your suspicions:

2. **Supporting evidence:**

   List all materials and documents relevant to this allegation and append them to this report (e.g., work at issue, original source, assignment details, course syllabus and grade breakdown, record of any additional meetings with the student regarding this offence, student’s grade breakdown in course, etc.):

Instructor’s signature:  Date:

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