

ACADEMIC MISCONDUCT REPORT FORM

TO BE FILLED OUT BY INSTRUCTOR/COURSE COORDINATOR

Please refer to the APPENDIX at the end of this form for Instructions on how to complete this form for Undergraduate and Graduate Students.

A. Record Information:

| | | | |
|--|----------------------|-----------------|----------------------|
| Student Name: | <input type="text"/> | Student ID: | <input type="text"/> |
| Student Degree Program: | <input type="text"/> | Student Major: | <input type="text"/> |
| Student Email: | <input type="text"/> | Semester Level: | <input type="text"/> |
| Course #, Title (i.e. EQN*1100: Intro to Equine Management): | <input type="text"/> | | |
| Semester when course was taken by the student (i.e. W18): | <input type="text"/> | | |
| Coordinator or Instructor's Name: | <input type="text"/> | | |

B. Details of Alleged Offense:

For more information on offences, consult [the Undergraduate Calendar](#), Section VIII, Academic Misconduct: Select Section VIII. "Undergraduate Degree Regulations and Procedures." Then click on the section "Academic Misconduct."

If the case involves a graduate student, consult [the Graduate Calendar](#), Section II, Academic Misconduct: Click on Section III. "General Regulations." Then click on the section "Academic Misconduct."

Please select all options that may apply. If you are unsure of the exact offence, indicate "Uncertain."

1. Misappropriation of Other's Work:

- Plagiarism**
Misrepresenting someone else's ideas or work as their own.
- Copying**
Copying in whole or in part exam answers, lab reports, etc.
- Unauthorized cooperation or collaboration**
Collaboration on any assignment which has been explicitly designed as an individual effort.

2. Misrepresentation and Fraud:

Impersonation

Impersonating or allowing someone to impersonate, in person or electronically, in any type of academic requirement.

Falsification

Providing a false or fraudulent document or testament for any academic purpose. Includes misrepresenting how much work an individual has contributed to a group assignment.

Withholding

Withholding records, transcripts, and other academic records in order to gain unfair academic advantage.

Unauthorized aids or assistance

Use or possession of aid or assistance which is not specifically allowed by the instructor or invigilator.

3. Improper Access and Obstruction:

Preventing access to materials

Hiding, destroying or otherwise restricting access to any material intended for general academic use.

Obstruction and Interference

Obstructing or interfering with the scholarly activities of others specifically to gain unfair academic advantage.

Improper access

Unlawfully accessing any confidential document or material to gain an unfair academic advantage.

Improper dissemination

Unlawfully making any confidential material available to a third party.

4. Aiding and Abetting:

Aiding and abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct.



5. **Uncertain:**

Circumstances do not fit neatly into any one category.

Assignment or Exam Worth What Percentage of Final Grade? Preliminary Grade (required¹):

Assignment Due Date or Exam Date: Date Assignment Submitted:

Grades in other Assignments:

- 1.
- 2.
- 3.
- 4.

Names of student(s), if any, associated with the allegation:

Student Name ID:

Student Name ID:

Student Name ID:

Student Name ID:

C. **Details of Notification/Interviewing of Student Re. Allegation:**

Student Interviewed by: (please check the boxes that apply)

Instructor: Yes No Date:

Chair/Director: Yes No Date:

Other: Yes No Date:

Case Forwarded to Chair/Director (Date): _____

Instructor and/or Source of Allegation: Please provide details of the alleged misconduct and your evidence-gathering activities and relevant dates (attach additional pages and documentation as necessary):

¹ Please enter the grade as though no deduction occurred.



D. Please attach to or otherwise indicate the inclusion of the following documentation (as applicable) on this form:

- Course Outline.
- Assignment or examination instructions (indicate value of assignment/exam).
- A preliminary grade for the assignment or test avoiding any reductions associated with possible misconduct.
- A copy of the student's work with suspicious areas highlighted or otherwise clearly noted.
- Information about the student's performance on other assignments in the course (see appropriate space given above).
- E-mail or other correspondence related to the case.
- Names of witness(es) and/or witness statements, as appropriate.
- Any additional information that may be relevant to the allegation (please list):

Instructor's or Research Advisor's Signature

Date of signature

TO BE FILLED OUT BY THE CHAIR/DIRECTOR

Date received by the Chair/Director: _____

Additional Comments (attach additional documentation if necessary):

Date Forwarded to Associate Dean (Academic): _____

Chair/Director's Signature

Date of signature