

**APPENDIX 5**

**ACADEMIC INTEGRITY MISCONDUCT REPORT FORM**

This form is used to record an incident of academic dishonesty involving **cheating, fabrication/falsification, tampering, or a repeat instance of plagiarism.**

**Note: If other students are involved, a separate complaint and report must be filed for each student.**

Name of complainant submitting this report

Name of student

Student ID

Student email

Date

Department of complainant

Course

Faculty/Dean

Name of Chair/colleague confirming the occurrence if applicable

Is the student's name on the Academic Discipline Registry?

**Yes**

**No**

**If yes, what is the offence noted on the registry?**

Have you contacted the Academic Integrity Officer for a preliminary review and who has been assigned to you? (note this is optional)

Given the event, it should be categorized as (one or more of):

☐ Cheating

☐ Fabrication/Falsification

☐ Tampering

☐ Plagiarism

Description of the event (may attach a file(s) describing the event if necessary):

#### Academic Integrity Policies and Procedures

☐ Initiatives or consequences recommended (in my professional opinion as the student's professor and in reviewing the Academic Integrity policy).

☐ Copy of this report sent to the Academic Integrity Officer. (date)

- **All evidence** supporting this complaint must be attached to this form and sent to the Academic Integrity Officer.
- Once this has been submitted for the Academic Integrity Officer to review, the case cannot be withdrawn.
- You will be notified within **7 business days** of the status of this case.
- If necessary, you should enter the "**grade to date**" until this case is resolved with the understanding that depending on the outcome, you may need to submit a **grade change form** and revise this student's grade based on the outcome of the findings.
- If you have questions, you can ask the Academic Integrity Officer about the case.
- If the student has questions, you can direct them to the Academic Integrity Advisor.