

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 student

Student ID

Student Email

Date

Name of complainant submitting this report

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).

Send a copy of this report to the Academic Integrity Officer -- AIO@stfx.ca

- **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- Once this has been submitted for the Academic Integrity Officer to review, the case cannot be withdrawn.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.