

APPENDIX 4

ACADEMIC INTEGRITY REPORT OF PLAGIARISM 1ST OFFENCE FORM

Name of complainant submitting this report _____

Name of the student _____ Student ID: _____

Student email: _____

Date _____

Department of complainant _____

Course _____

Faculty and Dean _____

Name of Chair or colleague confirming the occurrence of Plagiarism: _____

Is the student's name on the Academic Discipline Registry? **Yes** **No**

If yes, do not use this form. **The student has already committed an academic integrity infraction, proceed to section 2.1** in the Academic Integrity policy and record the infraction on the *Academic Integrity Offence Report*. **You require the other form.**

If no, continue using this form.

Description of the event (use another page if more space is needed) or attach a file describing the event:

... complete over...

Academic Integrity Policies and Procedures

Consequence imposed (check all that apply):

- A meeting was held with the student to discuss the findings of this report.
- The student is required to rewrite and re-submit the assignment.
 - Date for resubmission _____
- Get assistance from an Academic Success Centre instructor for the completion of a revised assignment.
- The grade assigned for the original submitted work is reduced by _____.
- A grade of zero is assigned for the original submitted work.

- The student is required to seek assistance from an instructor with the Academic Success Centre (ASC), to ensure an understanding of the rules of academic integrity and complete the Academic Integrity Moodle course.
 - Date to complete Academic Success Centre module by 2 weeks from today: _____
- The student was directed to make an appointment with the Academic Integrity Advisor at the Academic Success Centre if they the student had further questions about next steps.
- Other (please specify and attach file(s))

To conclude this form, distribute to the following individuals and departments:

- Copy of this report sent to the registrar. _____ (date)
- Copy of this report sent to the student. _____ (date)
- Copy of this report saved to complainant's files.
- Copy of this report sent to Academic Success Centre
- Copy of this report sent to Chair of Senate Committee on Academic Integrity
- Attached a copy of the plagiarism issue within the student's work and identified the original source material(s).

If you have questions, please contact the Academic Integrity Officer at AIO@stfx.ca