

## 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 (attach another page if more space is needed) or attach a file(s) describing the event: \_\_\_\_\_

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#### 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). Please note this is for the Committee's consideration only and should not be communicated to the student.
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- ☐ Copy of this report sent to the Academic Integrity Officer. \_\_\_\_\_(date)
- ☐ Copy of the course syllabus with marking schemes and instructions for the task/assignment/assessment in question.
- **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- Once this has been submitted for the Academic Integrity Officer to review, the case cannot be withdrawn.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.