

Part 1: To be completed by the course instructor or Program Co-ordinator.
The information below identifies an incident of academic misconduct and names the student responsible.

Course _____ Instructor _____
Work or _____
Activity _____

Date _____
Student ID# _____ Student _____

Offence

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Facilitating Academic Dishonesty |
| <input type="checkbox"/> Fabrication | <input type="checkbox"/> Denying Access to Information or Material |
| <input type="checkbox"/> Plagiarism | <input type="checkbox"/> Copyright Violation |

Specifics:

Recommended Penalty:

- Minimum Penalty of _____
(e. g. first offence: grade of zero on the work involved)

Other:

Signature of Instructor: _____ Date: _____

Part 2: THE FOLLOWING IS TO BE COMPLETED BY THE STUDENT, within five days, in the presence of and witnessed by a Dean

- I acknowledge the stated offence to be true and correct, and I accept the penalty stated (note that an upward adjustment in severity may be made if previous incidents are revealed in the student record)
- I acknowledge the stated offence to be true and correct, but I do not accept the penalty which is above the minimum stated in the policy and will follow procedures required to request an Appeal Hearing on this matter
- I do not acknowledge the stated offence and will follow procedures required to request an Appeal Hearing on this matter

Student _____ Date _____

Dean _____ Date _____