



COMPLETED BY STAFF:

Staff (Name):	Course Section:	Semester:
Student name:	Student ID:	
Nature of Charge ¹ : Charge type 1 (Refer to Plagiarism and Cheating Policy/Form)		
Charge type 2 (Academic Misconduct Policy) Uttering false statements, or submitting false documents to obtain unjustified academic concessions Use of Unapproved Tutoring Services Respecting the integrity of assignments and exams Actions that benefit yourself or another, while disadvantaging others in their academic pursuits		
I am charging this student with cheating on (see Nature of Charge Definitions):	False Documents Unapproved Tutoring Assignment/Exam Integrity	Disadvantaging Others Other (specify):
Severity of Plagiarism:	Minor	Unintentional Intentional
<i>The staff member is required to explain the charge to the student and advise them to see a counsellor. If it is not possible, indicate the reason:</i> Stopped Attending Final Exam Completed/ Semester Over		
Grounds for charge and comments (attach specific details):		
Staff Member's Signature: Date:		

COMPLETED BY COUNSELLOR:

Emailed Student on Receipt of Charge	Counsellor:	Date:
Comments:		

COMPLETED BY STUDENT (Student confirms by e-mail):

I understand the nature and consequences of the charge above and have been advised of my right to appeal. Should I wish to appeal, I will do so within 7 days.	
Student's Signature:	Date:



COMPLETED BY COUNSELLOR:

Emailed instructor after student signed:	Yes	No	N/A	Counsellor:
This offence is a first offence. As a result the student will receive the following penalty:				
Counsellor: informs instructor of penalty (if applicable). Date:				
This offence is a		second/	third offence	Previous demerits:
For this offence, the student is assigned new demerits:				Total demerits:
As a result, the student will (mark appropriate penalty(s)):		a) receive a warning letter: b) receive a grade of 0 on the item c) receive a grade of F in the course d) receive a grade of F in all courses and be expelled or suspended e) Other (specify):		

COMPLETED BY EXECUTIVE COMMITTEE CHAIR (For 2nd and 3rd Offences):

<i>Please refer to the Academic Misconduct Policy for actions appropriate for 2nd and 3rd offences.</i>	
Rationale (if applicable):	
Executive Committee informs Counsellor. Date:	Counselor informs Instructor of Penalty. Date:

COUNSELLOR INFORMS INSTRUCTOR(S) OF PENALTY (If applicable):

Date:

FINAL APPROVAL:

Counsellor:	Date:
Executive Committee (if applicable):	Date:
Principal (3rd Offence):	Date:



¹NATURE OF CHARGE - DEFINITIONS

Where the actions undertaken by a student are designed to gain academic concessions unfairly, to advantage themselves or other students academically or financially, the following actions could be taken (ie submitting a falsified Doctor's note):

- First offence: An 0 on the impacted assignment (1 demerit)
- Second offence: An F in the impacted Courses (1 demerit)
- Third offence: Expulsion, F in all Courses (1 demerit)

For students who are accessories to behavior covered by Academic Misconduct policy (ie. Selling or providing to others students falsified Doctors' notes, providing writing services for other students, uploading exam or assignment information to the internet):

- First offence: A written warning (2 demerits)
- Second offence: Expulsion, F in all courses (1 demerit)

For students who save or sell seats in classes during registration:

- First offence: A written warning
- Second offence: For each subsequent offence (1 demerit)
- Third offence: 2nd offence (2 demerits), 3rd offence (3 demerits and Expulsion)

For students that are proven to use websites that provide services for contract cheating or "pay to pass" "tutoring" services:

A) Where the student has not followed through on a contract cheating agreement but has paid for a service:

- First offence: A written warning
- Second offence: Follow Cheating and Plagiarism Policy for 1st Offence; 0 on the assignment/exam and 1 demerit
Note: In this specific case, concurrent accusations across classes will be considered as one case. A second offence in a single class or in the next semester will constitute a second offence.
- Third offence: Follow Cheating and Plagiarism Policy Penalties for 2nd and 3rd offence; 2nd F in course and 2 demerits, 3rd Expulsion and F in all courses and 3 demerits

B) Where the student has followed through on a contract cheating agreement, the Cheating and Plagiarism Policy will apply: i. For pay to pass and contract cheating, the evidence must extend beyond a reasonable doubt to stand as an accusation. That is to say, if the information is easily accessible elsewhere online (ie a test bank question that's been around for a long time), the benefit of the doubt will be extended to the student. ii. Studying using online sources outside of course material, unless from the list of unacceptable services, cannot be considered Academic Misconduct.

- First offence: Follow Cheating and Plagiarism Policy for 1st Offence; 0 in assignment or exam
- Second offence: Follow Cheating and Plagiarism Policy for 2nd Offence; F in course and 2 demerits
- Third offence: Follow Plagiarism Policy Penalties for 3rd offence; Expulsion and F in all courses and 3 demerits