



**COMPLETED BY INSTRUCTOR:**

Instructor (Name):	Course Section:	Semester:
Student name:	Student ID:	
Nature of Charge <sup>1</sup> :	Plagiarism    Cheating    Collaboration    Violating Procedure    Use of Unsanctioned Technologies Misrepresenting One's Contribution    Duplicate Submission    Falsification of Data    Unapproved Tutoring Services	
I am charging this student with cheating on:	Test    Quiz    Exam    Essay    Assignment    Other (specify): _____	
<b>The instructor is required to explain the charge to the student and advise them to see a counsellor. If it is not possible, indicate the reason:</b>		
Stopped Attending    Final Exam Completed/ Semester Over		
Grounds for charge and comments (attach specific details):		
Instructor's Signature (Print full name):		Date:

**COMPLETED BY COUNSELLOR:**

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

**COMPLETED BY STUDENT:**

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 (Print full name):	Date:

**COMPLETED BY COUNSELLOR:**

Emailed instructor after student signed:    Yes    No	Counsellor:
This offence is a first offence. As a result the student will receive a grade of zero on the item	
Counsellor: informs instructor of 1 demerit penalty. Date:	
This offence is a    second /    third offence	Previous demerits:

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

For this offence, the student is assigned new demerits:	Total demerits:
As a result, the student will (mark 1):	a) receive a grade of zero on the item ( normally 1st offence)    Other (specify): b) receive a grade of F in the course (normally 2nd offence) c) be expelled/suspended from the College and be assigned grades of F in all courses in the current semester (normally 3rd offence)
Rationale (if applicable):	
Executive Committee informs Counsellor. Date:	Counselor informs Instructor of Penalty. Date:

**FINAL APPROVAL:**

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



### **1 NATURE OF CHARGE - DEFINITIONS**

**Plagiarism:**

Complete Plagiarism; Direct Plagiarism; Source -based plagiarism, Paraphrasing plagiarism; Inaccurate Authorship; Self or Auto Plagiarism.

**Cheating:**

Cheating on tests, quizzes, or any assignments; Submitting an assignment done entirely or partially by someone else; Purchasing or obtaining assignments, homework, or examinations (or selling); Falsification of records and official documents;

**Collaboration:**

Collaborating with a classmate or friend on an individual assignment when the instructor has indicated that the work is to be completed on an individual basis.

**Violating Procedures:**

Aiding and abetting dishonesty; Breaches of the examination procedures (use electronic devices, textbooks, speak with other students); Disruption of classroom activities, examinations

**Use of Unsanctioned Technologies:**

Electronic dictionaries, phones, and other electronic devices that are not expressly permitted by the course instructors.

**Misrepresenting One's Contribution:**

Taking credit for the work of others that does not generally fall under definition of "plagiarism".

**Duplicate Submission:**

Re-submitting an old assignment.