



Academic Integrity Misconduct Report

Staff (Name):	Course:	Semester:
Student name:		Student ID:
<p>Nature of Charge¹:</p> <p>Charge type 1 (Cheating & Plagiarism Policy)</p> <p> <input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating <input type="checkbox"/> Collaboration <input type="checkbox"/> Violating Procedure <input type="checkbox"/> Use of Unsanctioned Technologies <input type="checkbox"/> Duplicate Submission <input type="checkbox"/> Misrepresenting One's Contribution <input type="checkbox"/> Falsification of Data <input type="checkbox"/> Unapproved Tutoring Services <input type="checkbox"/> Use of Unsanctioned Websites or Information </p> <p>Charge type 2 (Academic Misconduct Policy)</p> <p> <input type="checkbox"/> Seat Saving or Seat Selling during Registration <input type="checkbox"/> Uttering false statements or submitting false documents to obtain academic concessions <input type="checkbox"/> Actions that benefit yourself or another, while disadvantaging others in their academic pursuits </p> <p>Charge type 3 (Usage of Artificial Intelligence)</p> <p><input type="checkbox"/> Unauthorized use of artificial intelligence (AI)</p> <p>This is intended to report instances of plagiarism or cheating by students who may have used AI to write their papers/assignments.</p>		
<p>I am charging this student with cheating on (see Nature of Charge Definitions): <input type="checkbox"/> Test <input type="checkbox"/> Quiz <input type="checkbox"/> Exam <input type="checkbox"/> Essay <input type="checkbox"/> Assignment <input type="checkbox"/> Other (specify):</p>		
<p><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></p> <p><input type="checkbox"/> Stopped Attending <input type="checkbox"/> Past deadline for appeal <input type="checkbox"/> Other:</p>		
<p>Grounds for charge and comments (attach specific details):</p>		
<p>Staff Member's Signature:</p>		
<p>Date :</p>		

Emailed Student on Receipt of Charge <input type="checkbox"/>	Counsellor:	Date:
Comments:		

<p>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.</p>	
<p>Student's Signature:</p>	<p>Date:</p>



STEP 4: COMPLETED BY STUDENT SERVICES:

Emailed instructor after student signed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	Previous demerits:

STEP 5: COMPLETED BY THE EXECUTIVE COMMITTEE CHAIR (For 2nd and 3rd Offences):

Please refer to the Academic Misconduct Policy or Plagiarism & Cheating Policy for actions appropriate for 2nd and 3rd offences.	
Rationale (if applicable):	
Executive Committee informs Counsellor. Date:	Counsellor informs Instructor of Penalty. Date:

STEP 6: STUDENT SERVICES INFORMS INSTRUCTOR(S) OF PENALTY (If applicable):

For this offence, the student is assigned new demerits: <input type="checkbox"/> 1 Demerit <input type="checkbox"/> 2 Demerits <input type="checkbox"/> 3 Demerits	Total demerits:
As a result, the student will (Mark appropriate penalty(s)):	a) <input type="checkbox"/> receive a warning letter b) <input type="checkbox"/> receive a grade of 0 on the item c) <input type="checkbox"/> receive a grade of F in the course d) <input type="checkbox"/> receive a grade of F in all courses e) <input type="checkbox"/> suspended f) <input type="checkbox"/> expelled g) <input type="checkbox"/> Other (specify):

FINAL APPROVAL:

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



1 NATURE OF CHARGE – PLAGIARISM/CHEATING 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 and 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.

1 NATURE OF CHARGE - ACADEMIC MISCONDUCT 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)
- Third offence: Follow Plagiarism Policy Penalties for 3rd offence; Expulsion and F in all courses and 3 demerits