Appendix A – Procedure 96.01.001

**RECORD OF ACADEMIC MISCONDUCT FORM**

**Procedure 96.01.001**

This form is mandated by Policy 96.01. Please reference this Policy or contact your Dean for clarification, if required. The Instructor is to complete sections 1-3 of the form, sign and submit it with the necessary attachment(s) to the Faculty Dean.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Name: |  | | | Student #: |  |
| Instructor’s Name: | |  | | | |
| Course Details (number, semester, and section): | | |  | | |

1. Brief account of the academic misconduct:

*(Replace this text with account)*

1. Brief account of conference(s) with the student regarding this incident:

*(Replace this text with account)*

1. Brief account of action recommended in relation to this incident; complete and submit with supporting document(s)  
   (e.g. exam, assignment) to the Faculty Dean:

“F” for assignment with a mark of \_\_\_\_\_\_ %  “F” for course  
Comments: *(Replace this text with comments)*

List the document(s) involved in the academic misconduct: *(Provide document list here)*

**Faculty Dean:** If satisfied that the student has committed academic misconduct, check with the Central Registry (Records Office) to determine if the student has any record of previous academic misconduct.

**If no previous record:** (one of the following)

“F” for assignment – notify the student in writing, copied to the Instructor and the Registrar.

“F” for course – notify the student in writing, copied to the Instructor and the Registrar.

**If the student has a previous record of academic misconduct:** (both of the following)

“F” for course – notify the student in writing.

Consult with the Executive Director, Student Affairs as to further disciplinary action.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Instructor: |  | | Date: |  |
|  | |  |  |  |
| Dean, Instructional Faculty: | |  | Date: |  |

*Last revision: July 25, 2014*