

### Academic Misconduct Form

Submit the completed report to the Registrar as soon as your initial investigation into the alleged incident is finished. Ensure that you have discussed the situation with your Department Head and/or the student before submitting.

Provide clear and detailed information describing the alleged violation of Policy 2.2.1 Student Academic Responsibility, and include any supporting documentation.

The Registrar will review the report, file resolved incidents in the student's record, or forward third or serious offences to the Chief Academic Officer for further action.

If you have any questions during this process, consult with the Office of the Registrar or Student Services.

INSTRUCTOR / DEPARTMENT INFORMATION			
Instructor Name		Department	
Email		Phone	
STUDENT INFORMATION			
Student Name			Student #
Program	Course	Section	Instructor
DATE OF ALLEGED INCIDENT			
Date	Time	Location	
DESCRIPTION OF ALLEGED ACADEMIC MISCONDUCT			
Provide a clear and detailed summary of the alleged misconduct. Include relevant context, observations, and any supporting evidence.			
EVIDENCE AND SUPPORTING DOCUMENTATION			
List and attach all documents relevant to the allegation (e.g., copies of assignments, exams, similarity reports, communications).			

**ACTIONS TAKEN BY INSTRUCTOR**

Describe any steps you have taken, including discussions with the student and/or Department Head.

**OFFICE USE ONLY**

**Office of the Registrar**

Recommended Action:       File for Record       Forward to Chief Academic Officer (for third or serious offences)

Office of the Registrar Signature

Date (yyyy/mm/dd)