

ACADEMIC MISCONDUCT REPORT FORM

TO BE FILLED OUT BY INSTRUCTOR/COURSE COORDINATOR

*Please refer to the APPENDIX at the end of this form for Instructions
on how to complete this form for Undergraduate and
Graduate Students.*

A. Record Information

Student Name:	<input type="text"/>	ID #:	<input type="text"/>	Degree Program:	<input type="text"/>
Major:	<input type="text"/>	Student email:	<input type="text"/>		
Semester Level:	<input type="text"/>	Semester when course was taken by the student:	<input type="text"/>		
Course #, Section, Title:	<input type="text"/>				
Coordinator or Instructor's Name:	<input type="text"/>				

B. Details of Alleged Offence

For more information on offences, consult the Undergraduate Calendar, Section VIII, Academic Misconduct: <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/> Click on Section VIII. "Undergraduate Degree Regulations and Procedures." Then click on the section "Academic Misconduct." If the case involves a graduate student, consult the Graduate Calendar, Section II, Academic Misconduct: <http://www.uoguelph.ca/registrar/calendars/graduate/current/> Click on Section III. "General Regulations." Then click on the section "Academic Misconduct."

Please select as many options that may apply. If you are unsure of the exact offence, indicate "Uncertain."

1. Misappropriation of Other's Work:

- Plagiarism
Misrepresenting someone else's ideas or work as their own
- Copying
Copying in whole or in part exam answers, lab reports etc.
- Unauthorized cooperation or collaboration
Collaboration on any assignment which has been explicitly designated as an individual effort

2. Misrepresentation and Fraud

- Impersonation
Impersonating or allowing someone to impersonate, in person or electronically, in any type of academic requirement
- Falsification
Providing a false or fraudulent document or testament for any academic purpose. Includes misrepresenting how much work an individual has contributed to a group assignment
- Withholding
Withholding records, transcripts and other academic records in order to gain unfair academic advantage
- Unauthorized aids or assistance
Use or possession of any aid or assistance which is not specifically allowed by the Instructor or Invigilator

3. Improper Access and Obstruction

Preventing access to materials

Hiding, destroying or otherwise restricting access to any material intended for general academic use

Obstruction and Interference

Obstructing or interfering with the scholarly activities of others specifically to gain unfair academic advantage

Improper access

Unlawfully accessing any confidential document or material to gain an unfair academic advantage

Improper dissemination

Unlawfully making any confidential material available to a third party

4. Aiding and Abetting

Aiding and abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct

5. Uncertain

Circumstances do not fit neatly into any one category

Assignment or Exam Worth What % of Final Grade? Preliminary Grade (**required**)
mark as though no misconduct has occurred

Assignment Due Date or Exam Date Date Assignment Submitted

Grades in Other Assignments:

1. 2.

3. 4.

Names of other student(s), if any, associated with this student's allegation:

1. 2.

3. 4.

C. Details of Notification/Interviewing of Student Re. Allegation

Student Interviewed by:

Instructor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	<input type="text"/>
Chair/Director	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	<input type="text"/>
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	<input type="text"/>

Date Forwarded to Chair/Director:

Instructor and/or Source of Allegation: Please provide details of the alleged misconduct and your evidence-gathering activities and relevant dates (attach additional pages and documentation as necessary):

D. Please attach to or otherwise indicate inclusion of the following documentation (as applicable) on this form:

- Course Outline
- Assignment or examination instructions (indicate value of assignment/exam)
- A preliminary grade for the assignment or test avoiding any reductions associated with possible misconduct
- A copy of the student's work with suspicious areas highlighted or otherwise clearly noted
- Information about the student's performance on other assignments in the course (see appropriate space given above)
- E-mail or other correspondence related to the case
- Names of witness(es) and/or witness statements, as appropriate
- Any additional information that may be relevant to the allegation (please list):

(signature)

Instructor's or Research Advisor's Signature

Date

TO BE FILLED OUT BY CHAIR/DIRECTOR

Date Received by Chair/Director:

Additional Comments (attach separate sheets if necessary):

Date Forwarded to Dean/Associate Dean:

Chair/Director's Signature

Date

APPENDIX

CSAHS ACADEMIC MISCONDUCT REPORT FORM

INSTRUCTIONS

The University of Guelph Academic Misconduct policy applies to both undergraduate and graduate students at the University of Guelph, Guelph-Humber and the Regional Campuses. When completing this form, determine the degree status of the student being reported and then proceed as described below. The Department Secretary can help determine the student's degree status:

Undergraduate Students:

- The instructor/course coordinator should fill out this form. Make sure to include all supporting documentation listed at the end of this form.
- If you are a teaching assistant or invigilator, and suspect a student has committed academic misconduct, forward your concerns to the instructor/course coordinator along with any supporting documentation, such as a copy of the student's assignment or examination. You may provide a written report to the instructor/course coordinator if you so wish.
- The instructor/course coordinator should forward the completed form and all requested documentation to the chair of the department offering the course in which the alleged misconduct occurred.
- The chair of the department should review the documentation to ensure that all information is complete and attach any other information that may aid in the investigation of the complaint.
- Once the department chair has verified that the form is complete, the chair should forward the form and any accompanying documentation to the dean or designate of the college (Associate Dean, Academic) in which the course is offered.
- The dean or designate will conduct an investigation of the matter based on the allegations set out in the form. Once the dean or designate has investigated the matter, a decision will be made. If the allegation of academic misconduct is confirmed, a penalty will be levied in accordance with the Guidelines for Academic Misconduct. Please visit the current calendar at:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/>

Click on Section VIII. "Undergraduate Degree Regulations and Procedures." Then click on the section "Academic Misconduct."

Graduate Students:

- If the alleged misconduct is course related, the instructor/course coordinator should fill out this form. Make sure to include all supporting documentation listed at the end of this form.
- If the alleged misconduct is research related, the research advisor should fill out this form. Make sure to include all supporting documentation listed at the end of this form.
- The instructor/course coordinator or research advisor should forward the completed form and all requested documentation to the chair of the department in which the alleged misconduct occurred. The chair of the department should review the documentation to ensure that all information is complete and attach any other information that may aid in the investigation of the complaint.
- Once the chair of the department has verified that the form is complete, forward a copy of the form and accompanying documentation to both the dean or designate of the college in which the course is offered or research is being conducted and the Dean of Graduate Studies or designate.
 - The dean or designate and the Dean of Graduate Studies or designate will jointly conduct an investigation of the matter based on the allegations set out in the form. Once the deans or designates have investigated the matter, a decision will be made. If the allegation of academic misconduct is confirmed, a penalty will be levied in accordance with the Guidelines for Academic Misconduct.

Please visit the current calendar at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/>

Click on Section III. "General Regulations." Then click on the section "Academic Misconduct."

Guidance on Evidence-Gathering: Communication and Interviewing of Students

To whatever extent is possible, it helps if the student who is suspected of committing an offence is: a) minimally, notified of the allegation before documentation is forwarded to the Associate Dean (Academic); b) optimally, interviewed by the instructor, chair of the department, or some combination thereof, as part of evidence-gathering. In situations in which more than one student may be implicated, interviewing may be critical in determining the nature of the likely offence (e.g., whether the conduct involves unauthorized collaboration and potentially two guilty parties, or copying and potentially one guilty party and one victim). Prevention of an inappropriate charge, with its attendant stresses for the student, is a worthwhile possible by-product of careful evidence-gathering. With respect to interviewing, there may be exceptions: e.g., based on the timing of detection of the allegation (after classes end and during the final examination period), though all efforts should still be made to contact and communicate with students. There may also be other circumstances in which an instructor does not feel comfortable interviewing a particular student, in which case the chair of the department may be called in jointly or singly to interview the student or to gather evidence by other means. Please ensure that details about disclosure or non-disclosure of the allegation to the student are included in this form.