

Note: This form is for internal use only.

This form is to be completed by a course director to refer a matter of academic misconduct to the dean of the student's home faculty. Major academic offences, repeat offences or lesser academic offences that remain unresolved following discussions between the student and the instructor may be referred to the dean using this form. Course directors may also choose to omit the form and prepare their own written report; in this case, this form may serve as a guide for its preparation.

Student's last name	Student's first name	Student Number
Student's home faculty		

Instructor name	Course code	Semester
Name of course		

Is this a second or subsequent academic offence? Yes No

Contact the Office of the Registrar to see whether any record of a previous academic offence has been deposited into the student's file.

1. Alleged academic misconduct

Outline the nature of the alleged academic offence and the facts of the case (e.g. sequence of events, previous meetings with the student regarding this offence, important dates, etc.), along with your reasons for your suspicions:

2. Supporting evidence

List all materials and documents relevant to this allegation and append them to this report (e.g. work at issue, original source, assignment details, course syllabus and grade breakdown, record of any additional meetings with the student regarding this offence, student's grade breakdown in course, etc.).

Instructor's signature	Date
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This form will not be processed unless it is signed and dated.