

Office of the Registrar University of Ontario Institute of Technology 2000 Simcoe Street North, Oshawa, ON L1G 0C5 Canada

905.721.3190 ontariotechu.ca

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							
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Student's home faculty									 	
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Instructor name	Course code	Semester
Name of course		

Is this a second or subsequent academic offence? O Yes O 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
This form will not be processed unless it is signed and dated.	

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used for education, administrative and statistical purposes and to administer registration within the University. Questions regarding the collection of your personal information may be directed to the Registrar, 2000 Simcoe Street North, Oshawa, ON L1G 0C5, 905.721.3190, email: connect@ontariotechu.ca.

If you require this information in an alternative format due to disability, please email records@ontariotechu.ca.