

## ACADEMIC MISCONDUCT REPORT FORM

TO BE FILLED OUT BY INSTRUCTOR/RESEARCH ADVISOR

### A. Record Information

Student Name:  Student Degree Program:

Student ID #:  Student Major:

Student Email:  Semester Level:

Semester when course was taken by the student:

Course #, Section, Title:

Instructor or Research Advisor Name:

Instructor's Department/Program:

### 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 the options that 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 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*

Name of Assignment/Exam:

Assignment/Exam % Weight of Final Grade?:  Preliminary Grade (**required**):   
*mark as though no misconduct has occurred*

Assignment/Exam Due Date:  Date Assignment/Exam Submitted:

Grades in and names of other assessments:

1.  2.

3.  4.

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

1.  2.

3.  4.

**C. Details of Student Notification of Allegation and Interview (Towards Adjudication)**

**Student notification is required.**

The Associate Dean Academic (ADA) of the department of the course in which the student is enrolled will notify the student about the allegation.

Date Forwarded to Chair/Director:

**Instructor and/or Source of Allegation:** In addition to whatever evidence you provide, please describe in your own words what kind of misconduct you allege has occurred, what evidence you have to support the allegation and what steps you took to gather the evidence. Please provide relevant dates to these steps. Attach additional pages/documentation as necessary.

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

A preliminary grade for the assessment without reductions associated with possible misconduct

Information about the student's performance on other assessments in the course (see appropriate space given above)

Course Outline

Assessment instructions (indicate value of assignment/exam)

Other information available from Courselink about the assessment (i.e., from announcements on the homepage)

A copy of the student's work with suspicious areas highlighted or otherwise clearly noted

Turnitin Report

Original source of material/information (i.e., copy of previous student's paper, book chapter)

Exam Video Recording

Names of witness(es) and/or witness statements

Email or other correspondence related to the case

Any additional information that may be relevant to the allegation (please list):

**Instructor/Research Advisor 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's/Director's Signature**

**Date**