

Faculty of Mathematics and Science
Academic Misconduct Report
(for completion by the Chair/Director)

(Please Print)

Student Name: _____ **Student Number:** _____
(surname, given name, salutation)

E-Mail: _____ **Telephone No.:** _____

Mailing Address: _____

Course Name/Number: _____ **Year:** _____ **Duration:** _____

Prior Misconduct at Brock: Yes ___ No ___ **Details:** _____

Describe the alleged academic misconduct:

(Include name/number of course work (e.g. lab #1, test #2) and weight as a percentage of the total grade.)

- The Registrar has been informed of this allegation of academic misconduct. Yes ___
- The course syllabus includes a statement outlining the importance of academic integrity. Yes ___
- The course syllabus was provided to all students at the commencement of the course. Yes ___
- The student was informed of their rights to have someone present at a meeting with the Chair and Instructor about the allegation. Yes ___
- The student was provided the opportunity to review the evidence prior to the meeting. Yes ___

Attached to this report are:

- 1) the relevant course syllabus Yes ___
- 2) the student's *original* copy of the work where the alleged misconduct occurred Yes ___
- 3) sources of plagiarized material (if applicable) Yes ___
- 4) any other relevant material. Yes ___

(See Department Checklist)

Department Academic Misconduct Case Checklist

Date of the Meeting with the Department Chair/Director: _____

The student invited a member of the University community to act as their advisor: Yes ___

Signature of student confirming their attendance at the meeting: _____

List who was at the meeting:

Outline the nature and outcome of the discussion:

The student was informed at the end of the meeting as to whether grounds exist to warrant further investigation. Yes ___

The student was advised of the support available through Student Services. Yes ___

Department's Recommended Penalty

Educative Penalties:

- 1) oral or written warning Yes ___
- 2) re-write or re-submission of the academic piece of work Yes ___
- 3) required participation in an educational activity offered through the Student Development Centre, the Centre for Pedagogical Innovation and/or the Academic Integrity Office Yes ___
- 4) remedial academic activity recommended by the Instructor/Department Yes ___

Note: In the event of non-compliance to an educative penalty, an appropriate deduction will be made to the course grade.

Academic Penalties:

- 1) oral or written reprimand Yes ___
- 2) lower grade or failure on the piece of work Yes ___
- 3) a reduction in the course grade that exceeds the value of the assignment Yes ___
- 4) failure in the course Yes ___
- 5) Other: _____

Instructor: _____
(only) (please print)

Chair/Director: _____
(please print)

(signature)

(signature)

(date)

(date)

Dean's Office Academic Misconduct Case Checklist

Student Name: _____ Student Number: _____

Date of the Meeting with the Associate Dean or Dean: _____

The student invited a member of the University community to act as their advisor: Yes ___

List who was at the meeting:

Outline the nature and outcome of the discussion:

The student was informed as to whether grounds exist to award a penalty and what the penalty will be. Yes ___

The student was advised of the support available through Student Services. Yes ___

The student was advised that the academic decision and/or penalty may be appealed within 30 days of the date of the letter informing the student of the decision & penalty. Yes ___

Associate Dean or Dean's Assigned Penalty

Type of Infraction(s):

- 1) Plagiarism (improper citation) Yes ___
- 2) Cheating on test or exam Yes ___
- 3) Theft/purchase of academic work Yes ___
- 4) Inappropriate collaboration Yes ___
- 5) Impersonation Yes ___
- 6) Falsification of data Yes ___
- 7) Other Yes ___

Disciplinary Action(s):

- 1) Educative Action Only: attend academic integrity workshop by _____ Yes ___
- 2) Educative Action w/Academic Penalty Yes ___
- 3) Zero on assignment (test/exam/essay, etc) Yes ___
- 4) Grade reduction. Yes ___
- 5) Failure in the course Yes ___
- 6) Notation on transcript Yes ___
- 7) Suspension Faculty – Partial Academic Year Yes ___
- 8) Suspension Faculty – One Academic Year Yes ___
- 9) Suspension University – Partial Academic year Yes ___
- 10) Suspension University – One Academic Year Yes ___
- 11) Expulsion Yes ___
- 12) Rescind Degree Yes ___

Note: In the event of non-compliance to an educative penalty, an appropriate deduction will be made to the course grade.

Associate Dean/Dean's Signature

Date