



# Academic Misconduct Referral

## Important Notes:

1. This referral is used by an Instructor to document a student's potential academic misconduct. It constitutes the official documented communication between the associate dean and the instructor in regards to the student's academic misconduct. Instructor to attach any/all additional and applicable supporting documents.
2. Instructor is to inform student of concern and the fact that their paper/test/assignment was referred to the Associate Dean for review.
3. Send referral form to Associate Dean and copy to Chair.
4. Associate Dean and Instructor meets with Student to discuss alleged academic misconduct.
5. Associate Dean decides consequence(s) and issues letter to the Student and copies Instructor, Chair and applicable program of origin.
6. Submit finalized referral form and corresponding documents to Registrar's office.

## PART A: TO BE COMPLETED BY INSTRUCTOR

<b>Student ID:</b>	s	<b>Last Name:</b>		<b>First Name:</b>	
<b>Course ID:</b>		<b>Course Title:</b>			
<b>Student's Program:</b>					
<b>Date of the potential misconduct (YYYY-MM-DD):</b>		<b>Time of the potential misconduct:</b>			
<b>Misconduct details, including the severity of the offence:</b>					
<b>Recommended Reprimand (check one):</b>					
<input type="checkbox"/> Warning <input type="checkbox"/> Rewrite <input type="checkbox"/> Rewrite with grade deduction <input type="checkbox"/> Zero (0) Assignment grade <input type="checkbox"/> Failing (F) final grade – Consultation with AD					
<b>Instructor Name and Signature:</b>					<b>Date:</b>

## PART B: TO BE COMPLETED BY ASSOCIATE DEAN

<b>Are there previous documented occurrences of misconduct (consult with the registrar)</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Date of Meeting with Associate Dean:</b>			
<b>Student's Comments:</b>			
<b>Is this academic misconduct? Why? If so, what type of misconduct is it?:</b>			
<b>Reprimand - consequence set by the associate dean (check one):</b>			
<input type="checkbox"/> Warning <input type="checkbox"/> Rewrite <input type="checkbox"/> Rewrite with grade deduction <input type="checkbox"/> Zero (0) Assignment grade <input type="checkbox"/> Failing (F) final grade <input type="checkbox"/> Required Withdrawal (RW) <input type="checkbox"/> Suspension – as determined by Dean and VP Academic <input type="checkbox"/> Expulsion – as determined by VP Academic			
<b>Course Instructor's Name and Signature:</b>		<b>Date: (YYYY-MM- DD)</b>	
<b>Associate Dean's Name and Signature:</b>		<b>Date: (YYYY-MM- DD)</b>	

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