

PERSONAL IDENTIFICATION	
Student ID number	Date of incident (mm/dd/yyyy)
Student Last name	Student First name
Course code	Academic program
Faculty name	Work involved

To be completed by faculty when an incident of academic misconduct has been identified. (See [Academic Regulations section 8-Academic Integrity](#) for more information).

Please indicate the type of offence (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Cheating                                  | <input type="checkbox"/> Fabrication                      | <input type="checkbox"/> Impersonation            |
| <input type="checkbox"/> Copyright violation                       | <input type="checkbox"/> Facilitating academic misconduct | <input type="checkbox"/> Acting without integrity |
| <input type="checkbox"/> Denying access to information or material | <input type="checkbox"/> Plagiarism                       |   |

Please indicate the offence number (by contacting the Office of the Registrar)

- First
- Second
- Third (warn student that next offence will result in dismissal from the College)
- Fourth (results in automatic penalty of dismissal from the College for one to five years)

Please indicate penalty imposed. (See page 2 for guidelines, check all that apply)

- Verbal warning
- Complete or repeat online academic integrity module in Blackboard
- Assign training or advising/academic support
- Re-submit work involved
- Mark of "0" in the work involved
- Mark of "0" in the course
- Immediate suspension from the college for the current term, plus one subsequent term
- Immediate dismissal from the program and suspension for the college for one year (12 months)
- Immediate dismissal from the program and the college for three years
- Automatic dismissal from the program and college for a period of time ranging from current term, plus one subsequent term, up to five years as determined by the Dean/Associate Dean

Brief outline of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of faculty

\_\_\_\_\_  
Date (mm/dd/yyyy)

Step 1 - Faculty	
Faculty arranges meeting with student (Within five working days of identifying the academic misconduct incident) Student attended meeting Student did not attend meeting _____ Date of meeting (mm/dd/yyyy)	
I _____ (student name), acknowledge the stated offence to be true and accept the penalty. I understand that a 4th offence will result in immediate dismissal from the College do not acknowledge the stated offence, do not accept the penalty and will follow the procedures required to request an academic appeal	
_____ Student signature (optional)	_____ Faculty signature
Step 2 - Dean/Associate Dean	
Dean/Associate Dean arranges meeting with student and faculty (Within two working days of receiving the AMF from the faculty)	
I _____ (student name), acknowledge the stated offence to be true and accept the penalty. I understand that a 4th offence will result in immediate dismissal from the College do not acknowledge the stated offence, do not accept the penalty and will follow the procedures required to request an academic appeal.	
_____ Dean/Associate Dean signature	_____ Date of meeting (mm/dd/yyyy)

**Penalty Guidelines**

The below guidelines can be used to assist in penalty assignment, with the understanding that circumstances can occur which may warrant a penalty that differs from the guidelines. Final decisions with regards to the penalty that is applied will be determined by the Dean/Associate Dean. Penalties resulting in a suspension from the college should be made in consultation with the Office of the Registrar.

*\*All fourth offences will result in immediate dismissal from the college for up to five years.*

Offence	Penalty
First	<ul style="list-style-type: none"> <li>- Verbal warning</li> <li>- Complete or repeat online academic integrity module in Blackboard</li> <li>- Assign training or advising/ academic support</li> <li>- Re-submit work involved</li> <li>- Mark of "0" in work involved</li> </ul>
Second	<ul style="list-style-type: none"> <li>- Mark of "0" in the course</li> <li>- Immediate suspension from the college for the current term</li> <li>- Immediate suspension from the college for the current term, plus one subsequent term</li> <li>- Immediate dismissal from the program and suspension from the college for one year (12 months)</li> </ul>
Third	<ul style="list-style-type: none"> <li>- Mark of "0" in the course</li> <li>- Immediate dismissal from the program and suspension from the college for one year (12 months)</li> <li>- Immediate dismissal from the program and the college for three years</li> </ul>
Fourth	<ul style="list-style-type: none"> <li>- Automatic dismissal from the program and college for a period ranging from current term, plus one subsequent term, up to five years as determined by the Dean/Associate Dean</li> </ul>

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of the academic misconduct. For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at [RRecords@GeorgianCollege.ca](mailto:RRecords@GeorgianCollege.ca) or 705.722.1511. For more information about FIPPA, please contact the Access and Privacy office at [AccessPrivacy@GeorgianCollege.ca](mailto:AccessPrivacy@GeorgianCollege.ca) or 705.728.1968 ext., 5770.