

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

To be completed by instructor when an incident of academic misconduct has been identified.
(see *Academic Regulations section 8* for more information).

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

- | | |
|--|---|
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Fabrication |
| <input type="checkbox"/> Copyright violation | <input type="checkbox"/> Facilitating academic misconduct |
| <input type="checkbox"/> Denying access to information or material | <input type="checkbox"/> Plagiarism |

Please indicate the offence number (to be verified by 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 reverse side for suggested guidelines)

- Verbal warning
- Attend training on academic misconduct and related topics
- Re-submit work involved
- Mark of "0" in the work involved
- Mark of "0" in the course
- Mark of "0" in the course and immediate dismissal from the college for one year (12 months)
- Immediate dismissal from the College for the current term, plus one subsequent term
- Immediate dismissal from the College for three years
- Immediate dismissal from the College for five years

General comments: _____

 Signature of Instructor

 Date (mm/dd/yyyy)

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 ROrecords@GeorgianCollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.

Part 1	Process	Timeline	Date of meeting	Action taken
	Instructor arranges meeting with student	Within three working days of identifying the academic misconduct incident		<input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved
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.		I _____ (student name) do not acknowledge the stated offence, do not accept the penalty and will follow the procedures required to request an academic appeal.		
Student signature:		Instructor signature:		
Part 2	Process	Timeline	Date of meeting	Action Taken
	Dean/Associate Dean arranges meeting with student and instructor	Within three working days of receiving the AMF from the instructor		<input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved
Dean/Associate Dean signature:				
Comments:				

Office Use Only: 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.

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

Type of offence	Suggested penalty
For all first and second offences	Verbal warning Attend training on academic misconduct and related topics Re-submit work involved Mark of "0" in work involved Mark of "0" in the course
For all third offences	Mark of "0" in the course Mark of "0" in the course and immediate dismissal from the College for 12 months