

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	
Faculty name	Work involved	

To be completed by faculty 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"/> Impersonation |
| <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 (check all that apply) (see reverse side for suggested guidelines)

- Verbal warning
- Complete or repeat online academic integrity module in Blackboard
- Assign training
- 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

General comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 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 [Registrar@GeorgianCollege.ca](mailto:Registrar@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.

Part 1	Process	Timeline	Date of meeting	Action taken
	Faculty arranges meeting with student	Within <b>three</b> 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 fourth offence will result in immediate dismissal from the College.		I _____ (student name) <b>do not</b> acknowledge the stated offence, <b>do not</b> accept the penalty and will follow the procedures required to request an academic appeal.		
Student signature (optional):			Faculty signature:	
Part 2	Process	Timeline	Date of meeting	Action Taken
	If required, Dean/Associate Dean arranges meeting with student and faculty	Within <b>three</b> working days of receiving the AMF from the faculty		<input type="checkbox"/> Resolved <input type="checkbox"/> Unresolved
Dean/Associate Dean signature:				
I _____ (student name) acknowledge the stated offence to be true and accept the penalty. I understand that a fourth offence will result in immediate dismissal from the College.		I _____ (student name) <b>do not</b> acknowledge the stated offence, <b>do not</b> accept the penalty and will follow the procedures required to request an academic appeal.		
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.**

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</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, 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>