Appendix A – Procedure 96.01.001

**ACADEMIC MISCONDUCT INQUIRY FORM**

**Procedure 96.01.001**

This form is mandated by Policy 96.01. Please reference this Policy or, if required, contact your Dean, for clarification.

* The Instructor is to complete Part A and Part B, sign and submit them with the necessary attachment(s) to the Faculty Dean.
* The Dean will send a copy of Part A and Part C (not Part B) of the form to the student, who is to complete Part C, sign and return it to the Faculty Dean.
* The Dean is to complete Part D of the form, and will advise the student in writing of the recommended consequence(s).

**Part A** – to be completed by the Instructor

Student Name: Student #:

Instructor’s Name:

Course Details (number and section):

1. Brief account of the academic misconduct:
2. Brief account of conference(s) with the student regarding this incident:
3. List the document(s) involved in the academic misconduct:

**Part B** – to be completed by the Instructor

Action recommended by the faculty in relation to this incident:

* + a warning
	+ “F” for assignment with a mark of %
	+ “F” for course
	+ Other:

Comments:

Instructor: Date:

**Part C** – to be completed by the student

Brief response from student regarding the account of academic misconduct as presented above.

Student: Date:

**Part D** – to be completed by the Dean

**Faculty Dean:** If it is confirmed that the student has committed academic misconduct, check with the Central Registry (Records Office) to determine if the student has any record of previous academic misconduct.

**If no previous record:** (one of the following)

* + - a warning
		- “F” for assignment
		- “F” for course
		- Other:

**If the student has a previous record of academic misconduct:** (one of the following)

* + - “F” for assignment
		- “F” for course

**Further disciplinary action:**

* + - Referred to the Associate Vice-President, Student Affairs

Dean: Date:

*Last revision: September 25, 2020*