Office of Student Academic Integrity Academic Offence Allegation Form

Student Name: _______________________ Student Number: ________________

COURSE INFORMATION

Course: _______ Session: (e.g. Sept. 2014 is “20149”) _______
Value (%) of Assignment: ______ Date submitted by student: ________________
Instructor Email: ___________________________ Instructor: ______________________

MEETING WITH INSTRUCTOR (If the instructor is unable to meet with the student, please keep and provide to OSAI a record of all attempts to arrange a meeting. If you require more space, please use the back of page or attach a separate document).

Date of Meeting: ___________________ Admission to Offence: □ Yes □ No

REPORT BY INSTRUCTOR TO CHAIR OF DEPARTMENT (INCLUDE THE FOLLOWING)

□ Instructor report detailing the allegation and outcome of meeting.
□ Summary of the instructor/student interview (if on attached page).
□ Original document (essay/assignment/test/medical note, etc).
□ Supporting documentation (plagiarism source documents, Turnitin reports, emails from student).
□ Course syllabus/any documents addressing academic integrity.
□ Other marks in the course (including weight of each assignment).

I wish to attend the divisional meeting □ Yes □ No, only if needed.

REVIEW BY CHAIR OF THE DEPARTMENT

Referral to Office of the Dean (student does not admit guilt and/or assignment is worth more than 10% and/or case is deemed serious enough by the Chair to be referred to the Office of the Dean).

Printed Name ___________________________ Signature of Department Chair (or Chair’s Designate) ___________________________ Date ___________________________