**ACADEMIC MISCONDUCT REPORT FORM**

**INSTRUCTIONS**

The University of Guelph Academic Misconduct policy[[1]](#footnote-1) applies to both undergraduate and graduate students at the University of Guelph, Guelph-Humber and the Regional Campuses. When completing this form, determine the degree status of the student being reported and then proceed as described below. The Department Secretary can help determine the student’s degree status.

1. **Undergraduate Students:**

* The course coordinator should fill out this form. Make sure to include all supporting documentation listed at the end of this form.
* If you are a teaching assistant or invigilator, and suspect a student has committed academic misconduct, forward your concerns to the course coordinator along with any supporting documentation, such as a copy of the student’s assignment or examination. You must provide a written report to the course coordinator.
* The course coordinator should forward the completed form and all requested documentation to the chair/director of the department/school offering the course in which the alleged misconduct occurred.
* The chair/director of the department/school should review the documentation to ensure that all information is complete and attach any other information that may aid in the investigation of the complaint.
* Once the chair/director has verified that the form is complete, the chair/director should forward the form and any accompanying documentation to the dean or designate of the college in which the course is offered.
* The dean or designate will conduct an investigation of the matter based on the allegations set out in the form. Once the dean or designate has investigated the matter, a decision will be made. If the allegation of academic misconduct is confirmed, a penalty will be levied in accordance with the Guidelines for Academic Misconduct.

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/sec_d0e5263.shtml>

1. **Graduate Students:**

* If the alleged misconduct is course related, the course coordinator should fill out this form. Make sure to include all supporting documentation listed at the end of this form.
* If the alleged misconduct is research related, the research advisor should fill out this form. Make sure to include all supporting documentation listed at the end of this form.
* The course coordinator or research advisor should forward the completed form and all requested documentation to the chair/director of the department/school in which the alleged misconduct occurred. The chair/director of the department/school should review the documentation to ensure that all information is complete and attach any other information that may aid in the investigation of the complaint.
* Once the chair/director has verified that the form is complete, forward a copy of the form and accompanying documentation to both the dean or designate of the college in which the course is offered or research is being conducted and the Dean of Graduate Studies or designate
* The dean or designate and the Dean of Graduate Studies or designate will jointly conduct an investigation of the matter based on the allegations set out in the form. Once the deans or designates have investigated the matter, a decision will be made. If the allegation of academic misconduct is confirmed, a penalty will be levied in accordance with the Guidelines for Academic Misconduct.

http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec\_d0e1578.shtml

**ACADEMIC MISCONDUCT REPORT FORM**

1. **Record Information**

Student Name:

ID#:

Degree Program:

Student’s Semester Level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course #, Section, Title:

Semester when course was taken by the student:

Coordinator or Instructor’s Name:

Coordinator or Instructor’s Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Details of Alleged Offence**

For more information offenses, consult the Undergraduate Calendar, Section VIII, Academic Misconduct: <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconductoffen.shtml>

If the case involves a graduate student, consult the Graduate Calendar, Section II, Academic Misconduct: <http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e1152.shtml>

Please select as many options that may apply. If you are unsure of the exact offence, indicate uncertain

1. Misappropriation of Other’s Work:
   * Plagiarism

*Misrepresenting someone else’s ideas or work as their own*

* + Copying

*Copying in whole or in part exam answers, lab reports etc.*

* + Unauthorized cooperation or collaboration

*Collaboration on any assignment which has been explicitly designated as an individual effort*

1. Misrepresentation and Fraud
   * Impersonation

*Impersonating or allowing someone to impersonate, in person or electronically, in any type of academic requirement*

* + Falsification

*Providing a false or fraudulent document or testament for any academic purpose. Includes misrepresenting how much work an individual has contributed to a group assignment*

* + Withholding

*Withholding records, transcripts and other academic records in order to gain unfair academic advantage*

* + Unauthorized aids or assistance

*Use or possession of any aid or assistance which is not specifically allowed by the Instructor or Invigilator*

1. Improper Access and Obstruction
   * Preventing access to materials

*Hiding, destroying or otherwise restricting access to any material intended for general academic use*

* + Obstruction and Interference

*Obstructing or interfering with the scholarly activities of others specifically to gain unfair academic advantage*

* + Improper access

*Unlawfully accessing any confidential document or material to gain an unfair academic advantage*

* + Improper dissemination

*Unlawfully making any confidential material available to a third party*

1. Aiding and Abetting
   * Aiding and abetting

*Knowingly aiding or abetting anyone in committing any form of academic misconduct*

5. Uncertain

* Circumstances do not fit neatly into any one category

1. **Please provide details of the alleged misconduct (attach additional pages and documentation as necessary):**

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1. **Please attach the following documentation to this form:**
   * Course Outline
   * Assignment or examination instructions (indicate value of assignment/exam)
   * A copy of the student’s work with suspicious areas highlighted or otherwise clearly noted
   * A copy of original text from source not cited in student’s work
   * Information about the student’s performance on other assignments in the course
   * E-mail or other correspondence related to the case
   * Names of witness(es) and/or witness statements, as appropriate
   * Any information that may be relevant to the allegation (please list)

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Instructor’s or Research Advisor’s Signature Chair or Director’s Signature

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Date Date

1. http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml [↑](#footnote-ref-1)