



College of Physical & Engineering Science

**ACADEMIC MISCONDUCT REPORT FORM**

**A. Record Information** (Please list the information for all students involved in the allegation)

<b>Student Information</b>	<b>Name:</b>	<b>ID#:</b>	<b>Degree Program/Major</b>	<b>Semester Level:</b>
Student 1				
Student 2				
Student 3				
Student 4				
Student 5				
Student 6				
Student 7				
Student 8				

Semester when alleged offence occurred:  Course Code (if applicable):

Instructor/Course Coordinator/Research Advisor's Name:

Instructor/Course Coordinator/Research Advisor's Unit:

Assignment or exam is worth what % of final grade?

Assignment due date or exam date:

## B. Details of Alleged Offence

For more information on offences, consult the Undergraduate Calendar, Section VIII, Academic Misconduct: <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/> Click on Section VIII. "Undergraduate Degree Regulations and Procedures." Then click on the section "Academic Misconduct." If the case involves a graduate student, consult the Graduate Calendar, Section II, Academic Misconduct: <http://www.uoguelph.ca/registrar/calendars/graduate/current/> Click on Section III. "General Regulations." Then click on the section "Academic Misconduct."

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*

### 2. 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*

### 3. 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*

### 4. 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

**Instructor/Course Coordinator/Research Advisor and/or Source of Allegation:** Please provide details of the alleged misconduct and your evidence-gathering activities and relevant dates (attach additional pages and documentation as necessary):

**C. Details of Notification/Interviewing of Student Regarding Allegation**

*Student Interviewed by:*

1. Instructor/Course Coordinator/Research Advisor  Date:
2. Other (please specify):   Date:

**D. Please indicate which of the following (as applicable) is being provided with 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
- 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

**E. Please indicate any recommendations or additional information that may be relevant to the allegation:**

\_\_\_\_\_  
**Instructor, Coordinator or Research Advisor's Signature**

Date:

\_\_\_\_\_  
**Chair/Director's Signature**

Date: