The University of Guelph Academic Misconduct policy 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 instructor/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 instructor/course coordinator along with any supporting documentation, such as a copy of the student’s assignment or examination. You must provide a written report.
   - The instructor/course coordinator should forward the completed form and all requested documentation to the chair/director or designate of the department/school offering the course in which the alleged misconduct occurred. Normally, this needs to be done within 10 working days of assignment deadline or exam date.
   - The chair/director or designate 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 or designate has verified that the form is complete, they should forward the form and any accompanying documentation to the dean or designate (Associate Dean, Academic) 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

2. **Graduate Students:**
   - If the alleged misconduct is course related, the instructor/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 instructor/course coordinator or research advisor should forward the completed form and all requested documentation to the chair/director or designate of the department/school in which the alleged misconduct occurred. Normally, this needs to be done within 10 working days.
   - The chair/director or designate 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 or designate 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
3. **Guidance on Evidence-Gathering: Communication and Interviewing of Students**

It is important, to whatever extent is possible, that the student who is suspected of committing an offence is: a) minimally, notified of the allegation before documentation is forwarded to the Associate Dean (Academic); b) optimally, interviewed by the instructor, chair/director or designate of the department/school, or some combination thereof, as part of evidence-gathering. In situations in which more than one student may be implicated, interviewing may be critical in determining the nature of the likely offence (e.g., whether the offence involves unauthorized collaboration and potentially two guilty parties, or copying and potentially one guilty party and one victim). With respect to interviewing, there may be exceptions: e.g., based on the timing of detection of the allegation (after classes end and during the final examination period), though all efforts should still be made to contact and communicate with students. There may also be other circumstances in which an instructor does not feel comfortable interviewing a particular student, in which case the chair/director or designate of the department/school may be called in jointly or singly to interview the student or to gather evidence by other means.