

ACADEMIC MISCONDUCT REPORT FORM **INSTRUCTIONS**

The University of Guelph Academic Misconduct policy applies to both undergraduate and graduate students however the process for investigation differs. When completing this form, determine the degree status of the student being reported and then proceed as described here.

1. Undergraduate Students:

- The course instructor 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 and suspect a student has committed academic misconduct, forward your concerns to the course instructor along with any supporting documentation, such as a copy of the student's assignment or examination. You may provide a written report to the course instructor if you so wish.
- The course instructor should forward the completed form and all requested documentation to the chair of the department in which the alleged misconduct occurred.
- The chair of the department 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 department chair has verified that the form is complete, forward the form and 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.

2. Graduate Students:

- If the alleged misconduct is course related, the course instructor 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 instructor or research advisor should forward the completed form and all requested documentation to the chair of the department in which the alleged misconduct occurred. The chair of the department 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 department chair 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.

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A. Record Information

Student Name: _____

ID#: _____

Student Program (if known): _____

Course # and Title: _____

Semester when course was taken by the student: _____

Instructor's Name: _____

B. 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/c08amisconduct.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

1. Misappropriation of Other's Work:

- Plagiarism
Misrepresenting someone else's ideas or work as their own
- Copying
Copying verbatim 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 in order to gain an unfair academic advantage

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

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

D. Please attach and indicate the following documentation (as applicable) 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
- 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)

Instructor's or Research Advisor's Signature

Date