ACADEMIC DISHONESTY REPORT
BY INSTRUCTOR

Course Number __________________ Course Name ________________________________ Term course was taken ___________

Student's name ___________________________ Student's number ____________________________

Instructor's name ___________________________ Department/school ____________________________

Please indicate briefly the nature of the incident: ____________________________________________

__________________________________________

STEP 1: MEET WITH STUDENT
☐ meeting with the student held on (date) ____________________________

STEP 2: DECISION
☐ give student a warning

☐ require the student to redo the work or do supplementary work, OR.

☐ assign a grade penalty less harsh than “F” for the work, OR.

☐ impose a failing grade for the work, OR

☐ refer the case to head of the department/school.

STEP 3: ADDITIONAL ACTION TAKEN
☐ I have submitted a written report and supporting documentation to the head of the department/school

☐ I have advised the student that the incident report will be retained in the student’s department file and that, in the event of further reports of academic dishonesty, the report may be used in determining a penalty for subsequent incidents of academic dishonesty.

☐ I have given a copy of this report to the student.

SIGNATURE OF INSTRUCTOR ____________________________________________________ Date __________________

I have received a copy of this report and understand the matter discussed with me under STEP 2 above:

SIGNATURE OF STUDENT ______________________________________________________ Date __________________

Appeal information can be found in the Academic Dishonesty and Misconduct procedures: http://www.sfu.ca/policies/teaching/t10-03.htm

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (BSBC 1979, C419), and is needed to record this incident. If you have any questions about the collection and use of this information, contact the Assistant Registrar, Senate and Academic Services, Student Services, Simon Fraser University, 604.291.5350. All information is given in confidence.

Distribution: white—Instructor, yellow—Student, pink—Registrar

Senate and Academic Services, MBC 3200
8888 University Drive, Burnaby BC Canada V5A 1S6
www.sfu.ca/senateSenateComms/SCAISLE/index.html

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