SAMPLE ONLY

SENATE & ACADEMIC SERVICES
STUDENT SERVICES

ACADEMIC DISHONESTY REPORT
BY CHAIR/DIRECTOR
http://www.sfu.ca/policies/students/S10.02

Course Number __________________ Course Name __________________________ Term course was taken __________________

Student's name __________________________ Student's number __________________

Student's email: __________________________ @sfu.ca

Instructor's name __________________________ Department/School __________________

Please indicate briefly the nature of the incident:

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

STEP 1: GIVE STUDENT AN OPPORTUNITY TO DISCUSS WHEN AN INSTRUCTOR BELIEVES THE STUDENT HAS
COMMITED ACADEMIC DISHONESTY

☐ discussion with the student held on (date) __________________

☐ student unable/declined to discuss

STEP 2: PENALTY DECISION

☐ issued a formal reprimand to the student

☐ assigned a grade penalty less harsh than "FD" (Failed - Academic Dishonesty) for the course, including a grade of "F"

☐ assigned a grade of "FD" (Failed - Academic Dishonesty) for the course

☐ referred the case to the UBSD in addition to one of the decisions indicated above.

STEP 3: ADDITIONAL ACTION TAKEN

☐ I have submitted this report to the Registrar.

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

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

NAME OF CHAIR/DIRECTOR __________________________

SIGNATURE OF CHAIR/DIRECTOR __________________________ Date __________________

Information about the appeal process can be found in the Academic Honesty and Student Conduct policies:
http://www.sfu.ca/policies/students/

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996, C.468, s.27[4a]), 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: Instructor—white, Student—yellow, Registrar—pink, Chair—goldenrod
Senate and Academic Services, MBC 3200
8888 University Drive, Burnaby BC Canada V5A 1S6
www.sfu.ca/senate/SenateComms/SCAISLE

May 1, 2009