ACADEMIC DISHONESTY REPORT
BY INSTRUCTOR
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:

________________________________________________

________________________________________________

________________________________________________

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

☐ discussion with the student held on (date) ______________________

☐ student unable/declined to discuss

STEP 2: PENALTY DECISION

☐ give student a warning

☐ required the student to redo the work or do supplementary work

☐ assigned a grade penalty less harsh than “F” for the work

☐ imposed a failing grade for the work

☐ referred the case to the Chair/Director of the Department/School for penalty.

STEP 3: ADDITIONAL ACTION TAKEN

☐ I will give this report and supporting documentation to the Chair/Director of the Department/School.

☐ 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 will give/send a copy of this report to the student.

SIGNATURE OF INSTRUCTOR ___________________________ 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 s27(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, 778.782.5350. All information is given in confidence.

May 1, 2009