



Record of Meeting of Academic Honesty Case (Form A)

To be completed at the Program level and forwarded, with relevant documentation, to the Faculty of Graduate Studies Appeals and Academic Honesty Committee via Office of the Dean, Faculty of Graduate Studies.

Student information			
Name	Student number		
Program	Degree & level of study		
Course/activity	Course director/supervisor		
Contact information			
Mailing Address	City	Province	Postal Code
E-mail	Phone number (primary)	Phone number (secondary)	

Nature of (suspected) offence (e.g., plagiarism, cheating, etc.)

Record of exploratory meeting with student	
Date (mm/dd/yyyy)	Present at meeting

Outcome of exploratory meeting	
<input type="checkbox"/> No breach has occurred	<input type="checkbox"/> Agreement as to breach of academic honesty, but no joint recommendation with regard to penalty (please attach Form B)
<input type="checkbox"/> Student accepts responsibility for breach of academic honesty, and student and Course Director agree on penalty recommendation (please attach Form B)	<input type="checkbox"/> No resolution/agreement

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Summary of exploratory meeting (attach a separate page if necessary)

Attach the following documentation in all cases

- | | |
|---|--|
| <input type="checkbox"/> Course syllabus including grade breakdown | <input type="checkbox"/> Student's grade breakdown in course |
| <input type="checkbox"/> Evidence (i.e., work in question, copy of original source) | <input type="checkbox"/> Outline of assignment |

Course director/supervisor signature

Student signature

Graduate program director signature

Date (mm/dd/yyyy)

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Student's Acknowledgement of Academic Offense (Form B, sec. I)

Must be accompanied by Form A.

To the best of my knowledge, the summary of the exploratory meeting accurately represents the offense and facts of the case.

Course director signature	Date (mm/dd/yyyy)
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I accept responsibility for having committed the academic offense described above.

Student signature	Date (mm/dd/yyyy)
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Joint Statement of Recommended Penalty (Form B, sec. II)

Complete either section II or section III. Consult the Senate Policy on Academic Honesty for guidelines regarding range of penalties before completing this section. An agreed-upon penalty cannot exceed failure in a course.

Recommended penalty or penalties

If remedial action is recommended, it should be undertaken only after the Course Director and Student have confirmation that the penalty has been approved by the Faculty of Graduate Studies Appeals and Academic Honesty Committee.

Rationale for this recommendation

We jointly recommend that the penalty and/or educative action described above be imposed. We understand that this recommendation is subject to approval by the Faculty of Graduate Studies Appeals and Academic Honesty Committee.

Course director signature	Date (mm/dd/yyyy)
Student signature	Date (mm/dd/yyyy)

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Individual Statements of Recommended Penalty (Form B, sec. III)

Consult the Senate Policy on Academic Honesty for guidelines regarding the range of penalties before completing this section. Continue recommended penalty and/or rationale on a separate page if necessary.

Student's recommended penalty

If a remedial penalty has been recommended, it is understood that failure by the student to comply satisfactorily will result in the assignment of the following penalty.

Rationale for this recommendation

Student signature

Date (mm/dd/yyyy)

Course director/program's recommended penalty

If a remedial penalty has been recommended, it is understood that failure by the student to comply satisfactorily will result in the assignment of the following penalty.

Rationale for this recommendation

Course Director/Program Representative signature

Date (mm/dd/yyyy)

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