

Appendix A

ACADEMIC MISCONDUCT REPORTING FORM

To be completed by the instructor

Date: Insert date

Instructor Name: name

Instructor Phone: number

Instructor email: [Click here to enter text.@rrc.ca](#)

Program: Insert Program Title

Course Code: Course Code **Title:** Course Title

Term: 1 Section:99

Student Name(s): Student name

Student Number(s): Student number

Type of Academic Misconduct (please refer to full definitions in policy S4):

- Plagiarism (representing the words, ideas, research or data of another person as one's own).
- Cheating (use or attempted use of unauthorized materials, information, or study aids).
- False or Misleading Representation (misrepresenting, exaggerating, withholding information or providing any false information for academic or financial benefit).
- Accommodation Under False Pretences (misrepresentation in order to receive academic accommodation on disability-related or compassionate grounds).
- Collusion (carrying out, or attempting to carry out, an agreement to commit an act of academic misconduct with any other person).
- Unauthorized Collaboration (submitting academic work that was created in collaboration with any other person).

on Incident Date, at Incident Time in place or room #, Summary of Incident

Explanation of Student:

admission of guilt, denial, comments, etc.

Please advise the student that an email confirmation will be sent to the student about this incident, also requesting that a meeting be arranged with the Chair and instructor.

OK to send email confirmation

Instructor's action/recommendation for further action:

Choose an item. Additional Notes

To be completed by department Admin

Number of previous offences: none

Type of offence: plagiarism

Deadline for arranging meeting: date

Date email sent to student: date

Notes: none

To be completed by the Chair

Date of meeting: date

Action taken

Choose an item. Additional Notes

- Letter of Reprimand handed to student.
or, if not handed to student, by post email on Date letter sent to student

Additional Details

none